Instructions

for Electronic Transfer of Stock / Securities to St. Paul's Monastery:

1. **Before** instructing your broker to make an electronic transfer of stock or securities, **please notify Jim Fennell or Sandra Carlson at the St. Paul's Monastery, either by e-mail or phone:**

   A. Jim Fennell, Director of Development:* office: 651-209-9022
   jfennell@stpaulsmonastery.org

   B. Sandra Carlson: Financial Manager:* office: 651-209-9020
   scarlson@stpaulsmonastery.org

   C. Please include Details on the stock or securities to be transferred:
      1. the name of the stock, its call letters, if you know them,
      2. the number of shares or estimated amount you intend for the donation,
      3. If you intend the proceeds to be designated to a ministry or for specific purpose.

   D. Advance Notice to the Monastery: The Monastery needs to know in advance details of the anticipated electronic transfer to give proper credit to the donor of stock. The donor is not identified on the DTC electronic transfer received by the Monastery's broker, RBC Wealth Management. The Monastery needs to know the donor's identity before the electronic transfer is made by the originating broker in order to credit the donor for the value of the donation.

   E. Upon receipt of the information of the stock transfer, the Monastery will inform its broker, RBC Wealth Management, to watch for the transfer of xyz stock, and to notify the Monastery, of its completion or questions.

2. **Next Step: Donor should contact and give their broker the following information:**

   1. **Have broker make the transfer of the stock to RBC Wealth Management (RBC) Stock Transfers;**
   2. **Contact and inform Wendy Skarnes at RBC: 612-371-7897 (wendy.skarnes@RBC.com);**
   3. **Instruct broker of RBC Wealth Management's DTC: #0235**
   4. **Instruct broker to transfer to the St. Paul's Monastery's Account: #308-25891.**

3. For donor's or broker's **questions or need for information, contact call Jim Fennell*or Sandra Carlson.***

4. Value of Stock Donation: The Gift value of the donated stock or securities is determined on the date the stock is received by the Monastery's broker, RBC Wealth Management (not date order placed by the donor or donor's broker):

   A. According to the IRS, the Gift Value of appreciated stock is the **mean value between the high and the low** price of the stock on the close of the exchange market the stock trades **on the date the stock is received by RBC.**

   B. The donor of stock will be notified within 24 to 48 hours after the completion of the transfer by St. Paul's Monastery, to confirm that the stock transfer, its gift value and other important details and questions of interest to the donor.

5. The Benedictine Sisters of St. Paul's Monastery give special gratitude to donors for their extraordinary generosity in making donations of stock or appreciated securities to St. Paul's Monastery of 2675 Benet Road, St. Paul, MN 55109 Phone. 651.777.8181. *4/13/2011*