

CHANGING THE FACE OF *Saint Raphael Parish*
FROM GENERATION TO GENERATION, PHASE II

Stock Transfer Procedure

Updated February 16, 2013

A. Electronic Transfer

1. Contact the Saint Raphael Campaign Office at 440-871-1100. Information required – donor’s name, phone number, name of brokerage firm and contact person, type of securities and number of shares being transferred.
2. Complete a Campaign Contribution Form and forward it to the Campaign Office.
3. Forward the following account information to your broker:
 - a. Account is with First Clearing LLC (Wells Fargo Advisors)
 - b. Name of Account: Saint Raphael Church
 - c. Designate transfer for Saint Raphael Church, Bay Village, OH
 - d. Account No. 6272-8512
 - e. DTC No. 0141
4. The values of the shares will be based on the closing price of the security on the day the shares are received. Shares will be sold and proceeds deposited in the Saint Raphael Capital Campaign Fund, Phase II.

B. Transfer of Physical Certificates

1. Contact the Saint Raphael Campaign Office at 440-871-1100 to arrange delivery of the certificates (to the Campaign Office).
2. Complete a Campaign Contribution Form and forward it to the Campaign Office.
3. Signed certificates and a letter of intent will be forwarded to Wells Fargo Advisors. The value of the shares will be based on the closing price of the security on the day the shares are received, with proceeds deposited in the Saint Raphael Capital Campaign Fund, Phase II.

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