



**FIRST FREE
CHURCH**

1375 Carman Road
Manchester, MO 63021
636.227.0125
www.efree.org

Stock and Mutual Fund Donation Instructions

1. Prepare a stock donation instruction letter. (See next page for sample letter).
2. Two copies are needed:
3. Send one as instruction to your broker.
Your broker will need the following information to transfer stock(s) to SCOTTRADE:

Scottrade
13275 Manchester Road
St. Louis, MO 63131-1708

Phone: 314.984.0200
Touchtone: 1.800.906.SCOT
Fax: 314.984.8660
www.scottrade.com

DTC #0705 FBO First Free Church
Account # 3270-6726
Contact: Marian Koehrer, Financial Office Assistant

4. Mail the second copy to First Free church:

First Free Church
Contributions Coordinator
1375 Carman Road
Manchester, MO 63021

5. For gifting of mutual funds, please contact your broker for instructions.



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Stock Donation Instruction Letter

Date: _____

First Evangelical Free Church of West St. Louis County
Attention: Contributions Coordinator
1375 Carman Road
Manchester, MO 63021-5639

Dear Contributions Coordinator:

I (We) freely donate _____ (# of shares) shares of _____
(Name of Company)
stock to First Evangelical Free Church.

I (We) would like to designate the contribution to the (check one):

- General Fund
- Next Steps Debt Reduction
- Benevolence
- Missions-Designated Fund
- Missions-Undesignated Fund
- Next Steps Capital Campaign
- Youth Scholarship Fund

The above shares were delivered SCOTTRADE, FBO First Evangelical Free Church,
Account #3270-6726, DTC #0705, on _____ (date).

Sincerely,

Signature: _____

Print Name: _____

Signature: _____

Print Name (Spouse/Co owner): _____