

### **Stock Transfer Instruction Form**

1. Use the sample letter below to help you correctly fill out the form on the next page.
2. Save and print out your form to sign it.
3. Send to your Broker.
4. TO RECEIVE PROPER ACKNOWLEDGEMENT OF YOUR GIFT, please notify Green Hills Community Church when this gift has been initiated at [give@greenhillscommunitychurch.com](mailto:give@greenhillscommunitychurch.com) or 615-269-4521.

**SAMPLE OF LETTER TO YOUR BROKER**

First and Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Date: \_\_\_\_\_

Broker Company Name:

Address:

City, State ZIP:

Dear Broker Name,

I would like to donate (for instance)

- xx shares of Amazon (AMZN)
- xx shares of Home Depot (HD)
- xx shares of VISA (V)

to Green Hills Community Church, located at 5035 Hillsboro Pike, Nashville, TN 37221.

Please transfer the shares electronically to Brentwood Baptist Church's account using the following information:

- Receiving Brokerage Firm:
- Receiving DTC Clearing Number: 8872
- Receiving Account Registration: Green Hills Community Church
- Receiving Brokerage Account Number: 5XS-02055

Thank you very much.

\_\_\_\_\_  
Your name and Signature