



*The Society of St. Vincent de Paul  
of Contra Costa County*

2210 Gladstone Drive, Pittsburg, CA 94565  
Phone: 925-439-5060 Fax: 925-439-7863 [www.svdpc-cc.org](http://www.svdpc-cc.org)

**TRANSFER INSTRUCTIONS FOR STOCK and/or MUTUAL FUND SHARES DONATION**

Dear Donor or Donor Advisee,

Thank you for donation of stock or mutual fund shares. To facilitate the donation, please take the following steps:

1. Please complete the letter of authorization attached below. FAX this letter to both the Branch Manager at Charles Schwab & Co., and to St. Vincent de Paul of Contra Costa County (Charles Schwab Fax #: 925-974-2929, St. Vincent de Paul of Contra Costa County Fax #: 925-439-7868)
2. Please provide your broker with the following transfer information. Note, your broker must initiate the transfer:

TRANSFER SHARES TO:

Charles Schwab & Co.  
ATTENTION: Branch Manager  
1231 South California Blvd.  
Walnut Creek, CA 94596

Account Name: SOCIETY OF ST VINCENT DE PAUL OF CONTRA COSTA COUNTY

Depository Trust Company (DTC) Number: 0164, code 40

Charles Schwab Account Number: 8401-1850

3. Instruct your broker to include your name (the Donor) on the trailer or second line of the transfer instructions.

Thank you again for your donation. Should you have any questions, please contact:

Branch Manager, Charles Schwab & Co  
1231 South California Blvd, Walnut Creek, CA 94596  
Phone: 925-974-2901

or

Society of St. Vincent de Paul of Contra Costa County  
2210 Gladstone Drive, Pittsburg, CA 94565  
Phone: 925-439-5060 ext. 18  
[accounting@svdp-cc.org](mailto:accounting@svdp-cc.org)

**LETTER OF AUTHORIZATION**

Date:

Branch Manager  
Charles Schwab & Co.  
1231 S. California Blvd, Walnut Creek, Ca. 94596  
FAX: 925-974-2929

CC: Accounting Manager  
Society of St. Vincent de Paul of Contra Costa County  
2210 Gladstone Drive, Pittsburg, CA 94565  
FAX: 925-439-7868

**Re: Donation of securities to Society of St Vincent de Paul of Contra Costa County**

Dear Charles Schwab & Co Branch Manager – Walnut Creek:

Please accept this as your authorization to deposit \_\_\_\_\_ shares of \_\_\_\_\_  
stock into account no. 2014-1630, for the Society of St Vincent de Paul of Contra Costa County.

Sincerely,

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Joint Customer Signature

Phone Number:

FAX TO:

ATTENTION:  
Branch Manager  
Charles Schwab & Co.  
FAX: 925-974-2929

and

CC: Accounting Manager  
Society of St. Vincent de Paul of Contra Costa County  
FAX: 925-439-7868