

## Electronic Transfer of Stock

Thank you for using the United Methodist Foundation of New England to sell your stock. We look forward to supporting you as you continue Christ's ministry through your local church.

1. **Before initiating an electronic transfer with your broker, you must contact Michael Chasse, Financial Accounts Manager at the Foundation by telephone 1-800-595-4347, ext. 101 or e-mail at [mchasse@umfne.org](mailto:mchasse@umfne.org). It is extremely important that we instruct Schwab to expect your stock. If a transfer is done without the Foundation's knowledge, the stock may be refused at Schwab or lost and you will lose time and possibly money, depending upon your broker.**
2. **VERY IMPORTANT: Include the Stock Name, Symbol and Number of Shares to be transferred**
3. Please instruct your agent that your stock be transferred to our agent, in accordance with the DTC instructions below:

Agent           **Charles Schwab & Company**  
                    **Attn: Cashiering**  
                    **2423 East Lincoln Drive**  
                    **Phoenix AZ 85016**

DTC#:           **0164; Code 40**

Account:       **United Methodist Foundation Money Market Pool #6453 8047**

4. The owner of the stock must send instructions for the distribution of proceeds by fax, e-mail or letter with original signature to the Foundation with the following information:
  - Which church or agency will benefit from the sale
  - How it is to be distributed: A check to the church, an account at the Foundation, etc.

*The Foundation charges a \$20.00 administrative fee for each block of stock plus any fees incurred by the transfer agent at the actual time of settlement.*

**The proceeds from a stock sale cannot be distributed until these instructions are on file at the Foundation office.**