Thank you for your interest in gifting securities to Woodside Priory School. Below please find the steps to transfer stock as a donation to Priory

1.) Contact Suzanne Couch of your intention to make a gift of securities.

   Email: scouch@prioryca.org
   Phone: (650) 851-6139

   **Please include:**
   
   • STOCK NAME
   • NUMBER OF SHARES
   • DATE SHARES ARE TRANSFERRING
   • THE DESIGNATED FUND AT PRIORY THEY WILL BE GIFTED TO

   **This step is necessary for us to link you to the stock donation.**

2.) Alert your broker to wire the gifted securities to:

   Benedictine Fathers of the Priory, Inc.
   A/C # 1489-9521
   DTC Clearing # 0164
   Code 40

   Please allow at least two business days for your stock to transfer.

   Our account is located at:
   
   **Charles Schwab**
   P.O. Box 52114
   Phoenix, AZ 85072-2114

   The phone number is (800) 435-4000, and the fax number is (877) 824-3726.

   If you are using overnight delivery, please send paperwork to:

   **2423 E. Lincoln Circle**
   Phoenix, AZ 85016