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Dr. Paul Harrington
Head of School

Dr. Joe Reiken
Assistant Head of School
Curriculum

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STOCK PROCEDURE INSTRUCTION

To avoid legal transfers and expedite the process of securities trading, it is recommended that the donation of stock be delivered by electronic transfer from the donor's broker. Thank you for your gift to Bishop Garcia Diego High School, Inc.

Donor advises their broker in the form of written instruction to deliver to
PRIME VEST FINANCIAL SERVICES – DTC 0701
For the benefit of Bishop Garcia Diego High School, Inc., account 17727215

The letter must include the name of the stock and number of shares being donated and state that the gift is for the benefit of Bishop Garcia Diego High School, Inc., Santa Barbara, CA.

To insure the gift is given to the correct intended recipient, it is important that a copy of the broker's instruction letter be sent to the school by way of the following:

U.S. Mail: Bishop Garcia Diego High School, Inc.
Attention: Dr. Paul Harrington, Head of School
4000 La Colina Road
Santa Barbara, CA 93110

FAX: 805-692-9667
Attention: Dr. Paul Harrington

Email: PHarrington@BishopDiego.org

Please send copies of the attached Stock Donation Notice to:

Dr. Paul Harrington
Head of School
Bishop Garcia Diego High School
4000 La Colina Road
Santa Barbara, CA 93110

Lori Willis
Advancement Director
Bishop Garcia Diego High School
4000 La Colina Road
Santa Barbara, CA 93110

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