



HOLY FAMILY PARISH

FOUNDED 1946

“Building for our Family, our Faith, our Future” Campaign

Stock Transfer Procedure

Updated June 22, 2010

A. Electronic Transfer

1. Contact the Holy Family Campaign Office at 330-688-6412, ext.213. The following information will be required – your name, phone number, the name of your brokerage firm their contact person, the name of the company and number of shares being transferred.
2. Complete a Campaign Contribution Form and forward it to the Campaign Office.
3. Forward the following account information to your broker:
 - a. Account is with Morgan Stanley Smith Barney LLC, contact is Michele Weaver 330-670-7792
 - b. Name of Account: Holy Family Capital Fund Church
 - c. Designate transfer for Holy Family Church, Stow OH
 - d. Account: 14B07645-14-054
 - e. DTC 0418

The values of the shares will be based on the closing price of the security on the day that Citi Smith Barney receives the shares, with proceeds deposited in the Holy Family Capital Campaign Fund.

B. Transfer of Physical Certificates

1. Contact the Holy Family Campaign Office at 330-688-6412, ext. 213 to arrange delivery of the certificates (to the Campaign Office).
2. Complete a Campaign Contribution Form and forward it to the Campaign Office.

Signed certificates and a letter of intent will be forwarded to Morgan Stanley/Smith Barney. The value of the shares will be based on the closing price of the security on the day Morgan Stanley/Smith Barney receives the shares at:

Morgan Stanley/Smith Barney
3700 Embassy Pkwy
Ste 220
Akron, OH 44333
Fax number 330-670-7777

Proceeds from the sale will be deposited in the Holy Family Capital Campaign Fund.

Contact Person:

Susan Figler

Holy Family Church
Director of Development
330-688-6412, ext. 213