

MEMO

DIOCESE OF SACRAMENTO

The Catholic Foundation

2110 Broadway, Sacramento, CA 95818

916-733-0266/FAX 916-733-0224

DATE: June 24, 2019

TO: Pastors, Parochial Administrators, Parochial Vicars and Parish Secretaries

FROM: Chantal LeFevre, Associate Director, Operations

SUBJECT: **Stock Transfer Procedures and Forms**

The Catholic Foundation of the Diocese of Sacramento maintains a clearing account through which stock donations to various diocesan ministries can be accomplished electronically. The following letter(s) may be used to direct a donor's broker in this regard.

Updated Contact Information:

Katie Kelly
Merrill Lynch
555 Capitol Mall, Ste. 1400
Sacramento, CA 95814
Phone: (916) 648-6333
Fax: (916) 265-0090

Stock Verification Process:

The Catholic Foundation will receive a stock confirmation from Merrill Lynch verifying the value of the shares of stock, the price at sale, and final value of the gift for tax reporting purposes.

Upon receipt of the donation, The Catholic Foundation will provide the donor(s) with the appropriate IRS form to evidence the value of the stock donation, and will arrange for the proceeds to be distributed in accordance with the donor's/donors' expressed intent. The Catholic Foundation will notify the donor's/donors' Parish, school, organization or endowment about his/her/their gift.

USE THIS FORM FOR MUTUAL FUNDS THAT ARE HELD AT A BROKERAGE FIRM
(COMPLETED FORM SHOULD BE GIVEN TO YOUR FINANCIAL ADVISOR FOR PROCESSING)

Date: _____

To: _____
(Name of your brokerage firm)

From: _____
(Donor's name(s))

Attn: _____

Address: _____

Re: Account # at your brokerage firm: _____

In the name of: _____
(Account title where shares are coming from)

Please accept this letter as your authorization to transfer the below listed mutual fund(s) from our account listed above as follows (please note that the mutual fund can be sent via ACAT (0671) **or** to our Merrill Lynch house account):

<u>Number of shares</u>	<u>Symbol and Fund Name</u>
_____	_____
_____	_____
_____	_____

To Merrill Lynch: ACAT # 0671 **or** House Account #

(Please call Katie Kelly at (916) 648-6333 with the symbol of the mutual fund to obtain our House Account #.)

For further credit to: Account #: 284-04227

Name of: Roman Catholic Bishop of Sacramento

Charitable gift is for the benefit of: _____
(Name/location of Parish—Include any specifics such as special projects, building or scholarship funds.)

Sincerely,

(All account holders or authorized signers of account must sign below to authorize your brokerage firm to transfer the shares.)

X _____, _____
(Account owner signature to authorize transfer) (Title if applicable, e.g. Trustee)

X _____, _____
(Account owner signature to authorize transfer) (Title if applicable, e.g. Trustee)

Please send a copy of this completed letter by mail or fax to:

Katie Kelly
Merrill Lynch
555 Capitol Mall, Ste. 1400
Sacramento, CA 95814
Phone: (916) 648-6333
Fax: (916) 265-0090

USE THIS FORM FOR SECURITIES (EXCEPT MUTUAL FUNDS) THAT ARE HELD AT A BROKERAGE FIRM
(COMPLETED FORM SHOULD BE GIVEN TO YOUR FINANCIAL ADVISOR FOR PROCESSING)

Date: _____

To: _____
(Name of your brokerage firm)

From: _____
(Donor's name(s))

Attn: _____

Address: _____

Re: Account # at your brokerage firm: _____

In the name of: _____
(Account title where shares are coming from)

Please accept this letter as your authorization to electronically transfer (through DTC) the below listed securities from our account above as follows:

<u># of Shares</u>	<u>Name of Security or Symbol</u>
_____	_____
_____	_____
_____	_____

To: MERRILL LYNCH
DTC #: 8862
Account #: 284-04227
Name of: Roman Catholic Bishop of Sacramento

Charitable gift to: _____

(Name/location of Parish—Include any specifics such as special projects, building or scholarship funds.)

Sincerely,

(All account holders or authorized signers of account must sign below to authorize your brokerage firm to transfer the shares.)

X _____, _____
(Account owner signature to authorize transfer) (Title if applicable, e.g. Trustee)

X _____, _____
(Account owner signature to authorize transfer) (Title if applicable, e.g. Trustee)

Please send a copy of this completed letter by mail or fax to:

Katie Kelly
Merrill Lynch
555 Capitol Mall, Ste. 1400
Sacramento, CA 95814
Phone: (916) 648-6333
Fax: (916) 265-0090

**DONATE A STOCK HELD DIRECTLY WITH THE COMPANY OR
TRANSFER AGENT OF COMPANY**

Contact the company or transfer agent listed on your statement. Tell them you want to donate shares of your stock to:

NAME: ROMAN CATHOLIC BISHOP OF SACRAMENTO
EIN: 94-1270353
ADDRESS:
Attn: Chantal LeFevre*
2110 BROADWAY
SACRAMENTO CA 95818-2518
PHONE: (916) 733-0266

**If the company requires more information about the Diocese please contact Chantal LeFevre at (916) 733-0266.*

IMPORTANT: Please mail or fax the following information about your donation to Katie Kelly at the contact below. This information is needed so the Diocese can send a thank you letter and the tax form.

Name of Security Donated: _____

Number of Shares Donated: _____

**Approximate Date of
Donation:** _____

Name of Parish: _____

**Donation is For the Benefit of
& Parish Name:** _____

Donor Name(s): _____

Donor Address: _____

Please send a copy of this completed letter by mail or fax to:

Katie Kelly
Merrill Lynch
555 Capitol Mall, Ste. 1400
Sacramento, CA 95814
Phone: (916) 648-6333
Fax: (916) 265-0090