



INSTRUCTIONS FOR DONATING STOCK AND MUTUAL FUNDS to ministries of the Archdiocese of Indianapolis

Thank you for your support of a parish, school or agency of the Archdiocese of Indianapolis. Ministries use a single brokerage account to streamline the process, keep gift processing expenses low and ensure an IRS approved acknowledgement. In order to process your contribution in a timely and efficient manner, please follow the below process to contribute publicly traded securities such as stock and mutual funds and cash through your brokerage account.

If you have any questions, please contact Cindy Riley in the Office of Stewardship and Development at criley@archindy.org, 800-382-9836 Ext. 1415 or 317-236-1415.

STEP 1: INITIATE THE TRANSFER WITH YOUR BROKER

To transfer stock or mutual funds that are being held electronically, please use the Letter of Authorization (LOA) on the following page and instructions below. It is important that you also contact your financial institution to request their required procedures and forms and provide them with the delivery instructions found below. Include the donor's name on all deliveries.

Deliver all DTC Eligible Securities to:

Morgan Stanley Smith Barney LLC
DTC Clearing **0015**
For the account of the **Roman Catholic Archdiocese of Indianapolis**
Account Number **337-136954**

Note: Some financial institutions and mutual fund companies require the use of their own form or an additional letter of instruction. If you are transferring mutual funds, please check with your broker to see if the funds are transferable. If they are not transferable, please contact Caryn Wilkinson at Morgan Stanley, 317-818-7388 for further assistance.

STEP 2: NOTIFY THE ARCHDIOCESE ABOUT YOUR TRANSFER – VERY IMPORTANT

If the Archdiocese is not informed of the details of your transfer, your gift acknowledgement cannot be generated and will be delayed until we hear from you. The stock does not come to the archdiocese with information about the donor. Therefore, please send a copy of your Letter of Authorization (LOA) in the following manner so that the archdiocese is aware of your gift and designation instructions:

Mail or Overnight Delivery

Roman Catholic Archdiocese of Indianapolis
ATTN: Cindy Riley
1400 N Meridian Street
Indianapolis IN 46202-2305

Email

criley@archindy.org
*Please note: email transmissions
are not secure*

Fax

317-236-1467

Note: If we do not receive proper notification of a gift, it will be placed into general fund at the Roman Catholic Archdiocese until identified.

STEP 3: CONFIRM YOUR TRANSFER

Transfers must be initiated by your financial advisor or broker. Please confirm with your broker or advisor that your gift has been transferred from your account to the Archdiocese account and that the Archdiocese has been informed. Once received, it usually takes 5-7 business days for your transfer to be liquidated, settled and posted.

LETTER OF AUTHORIZATION

Please accept this letter as my authorization to irrevocably transfer a portion of the positions from my account with your firm. I understand that I must initiate this transfer with my broker. My intention is to gift these stocks to the Roman Catholic Archdiocese of Indianapolis for the benefit of (list ministry/ministries and desired gift amount(s):

If you have any questions, or if there is a problem with this transfer, please contact me immediately at the phone number below. This gift is being contributed by the following individuals/entities:

Donor Name(s)

Address

Phone Number

Email Address

Name of Delivering Broker, Address, and Phone Number

Anticipated Date of Transfer

Additional gift information: i.e. Donor ID and Pledge year, Campaign, Parish or school name and address, Gift restrictions, etc.

Please irrevocably transfer the following assets:

Cash Contributions: \$ _____

Stocks, mutual funds, or other publicly traded assets listed below:

Description of Assets/Name of Security

Symbol **Number of Shares

Approx. Value

Description of Assets/Name of Security

Symbol **Number of Shares

Approx. Value

Description of Assets/Name of Security

Symbol **Number of Shares

Approx. Value

Please initiate the transfer based on the number of shares and not the dollar value since security values may fluctuate. Shares are to be transferred in kind and are not to be liquidated.

Please deliver these shares to the following broker:

Morgan Stanley Smith Barney LLC

DTC Clearing **0015**

For the account of the **Roman Catholic Archdiocese of Indianapolis**

Account Number **337-136954**

SIGNATURES

This is my/our written authorization to irrevocably transfer ownership of the assets specified in this form to the Roman Catholic Archdiocese of Indianapolis. I understand that any contribution, once accepted, represents an irrevocable contribution to the Roman Catholic Archdiocese of Indianapolis and is not refundable to me for any reason.

Donor Full Name (Please Print)

Medallion Signature Guarantee Program Stamp Here
(If required by your financial Institution)

Donor Signature

Donor 2: Full Name (Please Print)

Donor 2: Signature