

Stock Gifts – Donor Instructions

Donations of common stock and mutual funds are easily accomplished and enable the donor to reduce his tax liability by the value of the shares on the date of the gift. There are several options available to donors – please review the steps below to determine the best option for your gift.

- All gifts should be processed through Archdiocesan Brokerage accounts already established whenever possible.
- If you wish to have your broker complete a transfer of shares, please complete the Authorization For Transfer Gift of Securities form and enter the Archdiocesan Brokerage ACCOUNT and DTC number from the listing. (Most brokers will be able to transfer to another firm if you do not see yours listed – the DTC number will help your agent complete this transfer).
 - Some firms have their own form for gifting, so please contact your broker to verify what requirements they have for processing a DTC gift of securities.
- Please be sure to give the original Authorization Form to your broker and either mail or fax a copy to the Financial Services Office. We will coordinate with our broker to process your gift promptly and remit funds as you specify in Section I.
- If you have a certificate on hand that you wish to donate, please DO NOT endorse the back of the certificate. For security reasons, please contact Financial Services at (503) 233-8359 for forms that will give the Archdiocese title to the certificate. Mail the completed forms to the Pastoral Center under separate cover from the certificate. Your gift will be registered the date the latter is received (if mailed on separate dates).
- If you have a certificate and desire only a portion to be gifted, you will need to contact “Shareholder Services” for your security and request new certificates to be issued. The gift will be posted on the date the new certificate is issued.
- Regarding Mutual Fund Shares – please contact your broker for their requirements to gift shares of a Mutual Fund. It may be necessary for the Archdiocese to establish an account in order to receive the Mutual Fund shares.

Active Archdiocesan Brokers

Firm /Broker Contact Information

Account# and DTC

Charles Schwab

87658822

0164

Investor Services (Tim Schreck)

222 SW Columbia, Suite 100

Portland OR 97201- (503) 721-2428

Edward Jones

151-02997-1-0

0057

Ted Martin

4755 SW Watson Ave, Suite 100

Beaverton OR 97005- (503) 626-6400

Merrill Lynch

311-04125

5198

Kevin Grant

1211 SW 5th Ave.

Portland OR 97204-3793 (503) 221-4678

Morgan Stanley Dean Witter

109-102175

0015

Mike Culleton

1001 SW 5th Ave., Suite 2200

Portland OR 97204- (503) 221-8664

Morgan Stanley Smith Barney

566-70294-16-158

0418

Bonnie Haslett

121 SW Morrison, 16th Floor

Portland OR 97204-3117 (503) 221-6624

Salomon Smith Barney SAL

520-06425-19-405

0418

Larry Keudell / Karen Campbell

4285 Commercial St.. SE Suite 200

Salem OR 97302- (503) 581-1511

UBS Financial Services

LL 27216

0221

Bob Coussens

805 SW Broadway, Suite 2600

Portland OR 97205-3365 (503) 221-5800

Wachovia

1345-8481

0201

Jim Christianson

825 NE Multnomah

Portland OR 97232- (503) 232-6020



Authorization for Transfer Gift of Securities

SECTION I

Name of Security _____

Number of Shares _____

Wire Transfer (See Section II Below) ___ Certificate (Third Party Release Attached) ___

Certificate to be Issued ___

For the Benefit of: Our Lady of the Lake Building in Faith Campaign _____

Gifts to the Archdiocese will be presumed to be for general purposes unless otherwise indicated above. If donation is for more than one purpose, please indicate percentage, share or dollar value for each gift.

SECTION II

Wire Transfer From Donors Brokerage Account:

Name of Brokerage Firm

Broker/Contact Name and Phone Number

Name(s) on Account _____

Account Number _____

Wire To the Archdiocese of Portland in Oregon (Tax ID #: 93-0114100)

Brokerage Firm: _____

Account Number: _____ DTC# _____

Agent Name/Number: _____

SECTION III

Signature and Date

Signature and Date

Print Name

Print Name

Donor Address: _____

Donor Phone #: _____

cc: Archdiocese of Portland or Fax Copy: Attn: Katherine Stupey
Financial Services Department (503) 232-2123
2838 E Burnside St.
Portland, OR 97214-1895

Please complete an authorization for each gift transaction you wish to make.

All account or certificate owners must sign the authorization. **Original to Donor's Broker.**

If you have any questions regarding the completion of this form, please contact the Financial Services Department of the Archdiocese of Portland at 233-8359.