



## Roman Catholic Church Diocese of Phoenix Stock Donation Procedures

Thank you very much for your interest in donating stock to the Diocese of Phoenix or to one of its parishes, schools, or other institutions. To complete your donation, please follow the steps outlined below. If you need further assistance, please call the diocesan stock transfer desk at (602) 354-2188.

### 1. Complete and mail the Stock Donation Letter of Intention

To begin the process of donating stock, please complete the Stock Donation Letter of Intention.

Mail, fax, or e-mail the Letter of Intention to the Finance Office of the Diocese, and if the donation is intended for an institution other than the Diocese itself, please send a copy to the parish or institution for which the donation is intended. Without this Letter of Intention, we will not know where to send the proceeds of the donation.

### 2. Transfer the stock

You may transfer stock by one of three methods: electronically (preferred), by mail, or in person.

- a. To transfer the securities electronically:
  1. Request that your bank or broker notify Lori Callahan at Wedbush Morgan Securities of the electronic transfer. His phone number is (480) 778-8570.
  2. Provide your bank or broker with the following information:
    - Wedbush DTC #0103
    - Roman Catholic Diocese of Phoenix Tax ID #86-0223974
    - Roman Catholic Diocese of Phoenix Account #3299-1103.
- b. To transfer the certificates by mail:
  1. **DO NOT SIGN** the stock certificates.
  2. By registered mail, send the stock certificate(s) along with the Letter of Intention to the Finance Office of the Diocesan Pastoral Center, attention Renee Broderick. Request a signature as proof of receipt.
  3. **In a separate envelope**, also by registered mail and requesting proof of receipt, send a signed *Irrevocable Stock or Bond Power* form to Joseph Anderson at the diocese to transfer ownership to the diocese. You need only sign and date this form. If you wish, you may enter: parish and diocese name in the upper left, number of shares and stock name. You need not enter the Account Number or your social security number.
- c. To deliver the securities in person:
  1. **DO NOT SIGN** the stock certificates.
  2. Call the diocesan stock transfer desk at 602-354-2188 to arrange a time to deliver the Letter of Intention, the stock certificates, and a signed *Irrevocable Stock or Bond Power* form to the Diocesan Pastoral Center.

### 3. Payment Processing and Acknowledgment of Donation

The Finance Office of the Diocesan Pastoral Center (DPC) acts as a clearing house for donations of stocks. When stocks are donated, the DPC's brokerage firm liquidates them and sends the resulting cash to the DPC along with a trade confirmation form. The DPC will then send the cash to the parish, school or other institution that is the final intended recipient of the donation. The DPC will only know where to forward this payment based on the information provided in the Letter of Intention (see #1 above).

The donor can expect to receive acknowledgment of his or her contribution from the final recipient parish or institution (not from the DPC Finance Office). Acknowledgment should include pertinent information about the donation, including the date of the donation, description of the stocks, and the number of shares. The acknowledgment should not include a valuation of the donation. It is the responsibility of the donor to establish the value of the donation for his or her tax purposes (per IRS regulations).

***The Roman Catholic Diocese of Phoenix***

400 E. Monroe, Phoenix, AZ 85004-2336

Stock Transfer Desk Phone (602) 354-2188

e-mail – rbroderick@dphx.org

Fax (602) 354-2184



## Roman Catholic Diocese of Phoenix

### Stock Donation Letter of Intention

*To the donor: please complete this form for all stock donations. If you need further assistance, please call Renee Broderick at the diocesan stock transfer desk at (602) 354-2188.*

Please Note: If you are transferring certificates by mail or delivering certificates in person to the stock transfer desk, the Letter of Intention (this form) must be **NOTARIZED**. Our broker will not accept the certificates without a notarized Letter of Intention.

**Date** \_\_\_\_\_

**From** (please print):

Donor name(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

**To:**

Joseph C. Anderson, Chief Financial Officer  
Roman Catholic Diocese of Phoenix  
400 E. Monroe Street  
Phoenix, AZ 85004  
Fax: (602) 354-2184

**Copy:**

Parish or other institution for which the donation is intended (if other than the Diocese of Phoenix itself)

Dear Mr. Anderson:

Please accept our donation of \_\_\_\_\_ shares of \_\_\_\_\_  
(# of shares) (Name of security)  
to be credited to the Roman Catholic Diocese of Phoenix for the benefit of:

Parish or other institution \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

I (we) plan to transfer the securities (please check one of the following):

\_\_\_\_\_ electronically  
\_\_\_\_\_ by mail  
\_\_\_\_\_ delivered in person

\_\_\_\_\_  
Donor signature

\_\_\_\_\_  
Donor signature