



Roman Catholic Diocese of Phoenix CDA Stock Donation Procedures for the Donor

Thank you very much for your interest in donating to the Charity and Development Appeal (CDA) within the Diocese of Phoenix. Please follow the steps outlined here and if you need further assistance, call the diocesan stock transfer desk at (602) 354-2191.

1. Complete and mail the Stock Donation Letter of Intention

To begin, please complete the Stock Donation Letter of Intention. Mail or fax one copy to Mr. Joseph C. Anderson, Chief Financial Officer, and another copy to the Office of Stewardship at 602-354-2219. It is necessary for both parties to be aware of the upcoming transfer.

2. Transfer the stock

You can transfer stock in three ways: electronically (the simplest and fastest way), by mail, or in person.

a. To transfer the securities electronically:

1. Have your bank or broker notify Mike Sherman at Peacock, Hislop, Staley & Given, Inc., (PHS&G, Inc.) of the electronic transfer. His number is (602) 952-6879.
2. Provide your bank or broker this information necessary to transfer the securities:
 - PHS&G, Inc. DTC #0052
 - Roman Catholic Diocese of Phoenix Tax ID #86-0223974
 - Roman Catholic Diocese of Phoenix Account #6999-2660.

b. To transfer the certificates by mail:

1. **DO NOT SIGN** the stock certificates.
2. By registered mail, enclose the stock certificates with the Letter of Intention you are sending to Joseph Anderson at the diocese. 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 of Phoenix-CDA in the upper left, no. of shares and stock name. You need not enter the Account Number or your social security number.

c. To hand deliver the securities:

1. **DO NOT SIGN** the stock certificates.
2. Call the diocesan stock transfer desk at 602-354-2191 to arrange a time to deliver the Letter of Intention, the stock certificates, and a signed *Irrevocable Stock or Bond Power* form to the diocese.

3. Receive confirmation from the recipient

Once the diocesan brokerage firm receives the transfer request, they send a stock confirmation form to the Diocese of Phoenix. The stock confirmation form will state the value of the shares of stock delivered, the price at the time of sale, and the final value of the gift for tax purposes. The diocese forwards this confirmation to the CDA. This form serves as verification and receipt for the securities transfer. From this document, the parish or organization will confirm your contribution/donation.



**Roman Catholic Diocese of Phoenix
CDA Stock Donation Letter of Intention**

To the donor: please complete this form for all stock donations and note that your signature(s) is required. Fax completed form to (602) 354-2448 and (602)354-2219. If you need further assistance, please call the diocesan stock transfer desk at (602) 354-2191.

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) 354-2448

Copy:

Office of Stewardship - CDA
Fax: (602) 354-2219

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:

Organization _____ Diocese of Phoenix - CDA
Address _____ 400 East Monroe
City, State, Zip _____ Phoenix, AZ 85004
Fax _____ 602-354-2219
ID# _____
Parish _____

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

_____ electronically
_____ by mail
_____ by hand delivery.

Thank you.

Donor signature

Donor signature

Irrevocable Stock or Bond Power

Account Number

FOR VALUE RECEIVED, the undersigned does
(do) hereby sell, assign and transfer to

(Social Security or Taxpayer Identification Number)

IF STOCK, COMPLETE THIS PORTION:

(Number) shares of the _____
(Common or Preferred) stock of _____
(Issuer) represented by Certificate(s) No.(s)
_____ inclusive, standing in the name of the undersigned on the books of said company.

IF BONDS, COMPLETE THIS PORTION:

_____ bonds of _____
(Number) (Issuer)
in the principle amount of \$ _____ No.(s) _____
inclusive, standing in the name of the undersigned on the books of said company.

The Undersigned does (do) hereby irrevocably constitute and appoint _____ attorney to transfer the said stocks or bond(s) as the case may be, on the books of the said Company, with full power of substitution in the premises.

X

Stock or Bondholder's Signature

Date

X

Stock or Bondholder's Signature

Date