

ARCHDIOCESE OF BOSTON

STOCK, BOND, AND MUTUAL FUND DONATION INSTRUCTIONS

For any stock and/or mutual fund donation for the Archdiocese of Boston (Catholic Appeal, Parish, School, or Agency), the following instructions will walk you through the steps necessary to complete your donation. Should you require a donation package or need any further assistance, please contact Tom Larner, the Stock Donation Coordinator by phone **617-746-5884**, or email **TLarner@rcab.org**.

For all securities donations, whether electronically transmitted or delivered as physical certificates, a Letter of Intention to Donate Stock must be completed and submitted. If you are donating physical securities (stock or bond certificates), you will also need to provide an Authority to Deposit Securities form. Both of these documents will be provided in a donation package. They are also available for download from our website at <http://www.bostoncatholic.org/Ways-To-Give-Back/>.

PHYSICAL SECURITY DONATIONS - If donating physical securities (stock or bond certificates), please contact the Stock Donation Coordinator to request a donation package. This package will contain a self-addressed and prepaid envelope in which to submit your donated securities. We ask that you **DO NOT SIGN** the security certificate(s). Also in the donation package you will find enclosed a Letter of Intention to Donate Stock form and an Authority to Deposit Securities form. It is critical that the Authority to Deposit Securities form be signed as the name appears on the security certificate. The signature on this form must be **original, dated and medallion guaranteed**. Once completed, both the Letter of Intention to Donate Stock form and the Authority to Deposit Securities form should be sent with the security certificate(s) to the Stock Donation Coordinator. The mailing address is:

Archdiocese of Boston
Attn: Joseph Crehan
66 Brooks Drive
Braintree, MA 02184

When dealing with physical securities, this is our preferred method of transacting as it is the most secure for you.

HAND DELIVERY OF SECURITY DONATIONS – If you must deliver the securities in person, we ask that you deliver them to:

Joseph Crehan, Controller
Archdiocese of Boston
66 Brooks Drive
Braintree, MA 02184

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Please call (617)-746-5884 or email TLarner@rcab.org in advance of delivery so that a time can be arranged to receive your stock or bond donation, the Letter of Intention to Donate Stock, and the Authority to Deposit Securities form.

ELECTRONIC SECURITY DONATIONS – If your securities are held within a brokerage account, you can donate electronically. Please call or email the Stock Donation Coordinator to inform them of the transaction (name of the security and number of shares) so we can notify our Broker. Given new securities laws, we are not able to accept securities without knowing in advance who the donor of the securities is. You can then execute your donation by instructing your Broker to transfer the securities as follows:

Alex Brown
DTC Number 725 (cleared by Raymond James)
Account Number: 442NH218
For the Benefit of: Roman Catholic Archbishop of Boston, A Corp. Sole

The Letter of Intention to Donate Stock can then be submitted via U.S. Mail or email to TLarner@rcab.org

That mailing address is:

Archdiocese of Boston
Attn: Tom Larner
66 Brooks Drive
Braintree, MA 02184

You can also send this via facsimile to Tom Larner at 617-779-4568.

Should you have any questions of our Broker, please feel free to contact Eileen Murphy at 857-504-7204.

MUTUAL FUND DONATIONS – There are various methods to donate funds from Mutual Fund accounts and these methods are determined by the donor's mutual fund company. Often, the mutual fund company will require that an account be established in the name of the recipient. It is recommended that you contact your mutual fund company to verify what is required to make the transfer and then contact the Stock Donation Coordinator at either 617-746-5884 or TLarner@rcab.org before making a mutual fund donation. They will be able to assist with any such transaction. We request that you do not attempt to establish such an account without our involvement as it may complicate the actual receipt of the funds in donation.

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Please note that mutual fund donations experience a longer processing time, so keep this in mind when donating at the end of a calendar year or fund raising cycle.

ACKNOWLEDGEMENT OF DONATED SECURITIES Upon receipt, RCAB contacts Alex Brown to sell donated shares at the current market value. RCAB then sends the donor an acknowledgement letter. This letter includes the donated stock or mutual fund, number of shares, the high, low and median (average of high and low) price of the security for the day it was received, and the intended recipient of the donation. The letter also includes the ***gift value***, which is the number of shares received multiplied by the ***median*** price.

PROCEEDS VS. GIFT VALUE: Upon settlement of the sold securities, the ***proceeds*** are received at RCAB and distributed to the donor's intended recipient. These proceeds are impacted by:

- number of shares donated
- share price at the time the security is sold
- **brokerage fee** that is deducted. This brokerage fee generally causes the proceeds to be lower than the ***gift value***.

Please Note: The acknowledgement letter includes only the gift value, not the proceeds. Since the donor's intended recipient receives the proceeds, the donor should consider carefully both the impact of the brokerage fee and the fluctuation of the stock market. Accordingly, the donor should discuss these impacts with his or her broker to determine the number of shares to donate.

THANK YOU FOR YOUR KIND GENEROSITY