Transfer instructions for Donors with Stock or Mutual Fund Donations

For all gifts of stock:
A letter of authorization from the donor to the parish is required. A letter sample is attached. If you have any questions call Mike Taylor at the number indicated below. Fax a copy to Mike Taylor at 415-364-4509 and Katherine Brooks at 415-614-5522.

STOCK CONTRIBUTIONS

A. Transfers from a Donor Account at a Brokerage House

Note: Donor’s Broker must initiate transfer.

In addition to the letter mentioned above, please give the following information to the donor broker for transferring to the Archdiocesan broker. (Broker to Broker)

1. First Republic Securities Co., LLC
   Attn: Mike Taylor                   Phone: 415-364-4870
   111 Pine Street                   Fax: 415-364-4509
   San Francisco, CA 94111
   Email: mtaylor@firstrepublic.com

2. First Republic Securities Co., LLC  DTC #0443

3. S.F. Archdiocesan Account number is: 33L-070589

4. Account Name: Archdiocese of San Francisco

5. Instruct your donor’s broker to include the following information on the trailer line (second line) of their transfer instructions.

   a. FBO (provide Parish Name) and (Donor Name)

   NOTE: Failure to include the above information for each transfer will delay identifying the donation and could cause us not to acknowledge the donation in timely manner.

B. Stock Certificates donated directly by Donor

a. Instruct the donor to deliver the stock certificate and an executed stock power to your Parish Office.

b. OR they can deliver their stock certificate and an executed stock power form (via registered mail) to First Republic Securities at the above address. A letter of authorization must accompany the stock certificate and executed stock power.
Date: ______________________

Mike Taylor  
First Republic Securities Co., LLC  
111 Pine Street  
San Francisco, CA 94111

Re:

Dear Mr. Taylor:

Please accept this as your authorization to deposit ___________ shares of  
_____________________________ stock into account no. 33L-070589, for the  
Archdiocese of San Francisco.

This donation is for the benefit of __________________________ Parish/School.

Sincerely,

________________________________________
Customer Signature

________________________________________
Joint Customer Signature

Phone Number: ____________________________

Fax copy to Katherine Brooks at (415) 614-5522

FRSMemo 1/1/15