



# Authorization for Transfer Gift of Securities

Please complete an authorization for each security transfer you wish to make.

## SECTION I

Name of Security \_\_\_\_\_

Number of Shares \_\_\_\_\_

DTC/ACAT Transfer (See Section II Below)     Certificate Attached     Certificate to be issued

For the Benefit of: \_\_\_\_\_

(Indicate Parish, School or other program(s) to receive funds)

*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 beneficiary.*

## SECTION II

### Transfer FROM Donor's Brokerage Account via DTC/ACAT:

Name of Brokerage Firm \_\_\_\_\_

Account Number \_\_\_\_\_

Broker/Contact Name and Phone Number \_\_\_\_\_

Name(s) on Account \_\_\_\_\_

### Transfer TO the Archdiocese of Portland in Oregon (Tax ID #: 93-0114100)

Archdiocese of Portland Account and DTC:

\_\_\_\_\_

## SECTION III All account owners must sign the authorization.

\_\_\_\_\_  
Sign and Date

\_\_\_\_\_  
Sign and Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Donor Address: \_\_\_\_\_

Donor Phone Number: \_\_\_\_\_

**Please deliver/mail the ORIGINAL Authorization form to your broker!**

cc: Archdiocese of Portland  
Financial Services Dept.  
2838 E Burnside St.  
Portland, OR 97214-1895

or Fax Copy: Attn: Katherine Stupey  
(503) 232-2123

or Email instructions to: [kstupey@archdpdx.org](mailto:kstupey@archdpdx.org)

If you have any questions regarding the completion of this form, please contact the Financial Services Department of the Archdiocese of Portland at (503) 233-8392.

# Stock Gifts – Donor Instructions

Donations of common stock and mutual funds enable donors to reduce their 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 you.

**NOTE: Some brokerage firms have their own requirements to process a transfer gift of securities. Please contact your broker before using the Archdiocesan Transfer Gift of Securities form above.**

- If your broker allows personal directions for gifts of securities, use the Archdiocesan Authorization For Transfer Gift of Securities form to give complete instructions to your broker.
- Gifts of securities should be processed through an established Archdiocesan Brokerage account whenever possible. Brokers are able to transfer to another firm – the DTC number allows your agent complete the transfer between firms.

Charles Schwab	Acct # 8765-8822	DTC# 0164
Morgan Stanley Smith Barney	Acct# 766-127197-053	DTC# 0015

- **Give the signed 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. The instructions regarding the beneficiary and your name may not be included with the electronic transfer of shares.  
**Please notify the Archdiocese of your gift via a copy of your instructions (see bottom of form).**
- 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) 233-8392 for forms that will give the Archdiocese title to the certificate.  
Mail 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 in hand and desire only a portion to be gifted, you will need to contact “Shareholder Services” of the company that issues your security and request new certificates to be issued. The gift will be posted on the date the new certificate is issued.
- **Direct Registration Account** shares may be gifted. Please contact the agent holding your shares for instructions to have shares issued to the Archdiocese of Portland.
- **Mutual Fund Shares** – *please contact the 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.