

**Instructions for Gifts of Publicly Traded Stock
for Capital Campaign and Our Faith Our Future Donors**

A capital campaign donor wishing to make a gift of publicly traded stock should first communicate *in writing* the following (can be in the form of an email):

- The stock name and stock symbol;
- The number of shares being gifted;
- Indicate that the publicly traded stock is for the *Our Faith... Our Future Diocese of Dallas Capital Campaign Fund of The Catholic Foundation*;
- and include donor's id number. (OFOF)

The written communication about the upcoming stock transfer should be directed to:

**Catherine Conner
Senior Accountant
The Catholic Foundation
12222 Merit Drive Suite 850
Dallas, TX 75251
Phone: (972) 661-9792 Fax: (972) 661-0140
cconner@catholicfoundation.com**

Once the written communication has been sent, securities held by a broker may then be delivered by wire transfer through the Depository Trust Company (DTC) to an account established at Merrill Lynch by The Catholic Foundation. *PLEASE BE SURE THAT THE CORRECT ACCOUNT NUMBER AND DTC NUMBER ARE ON THE TRANSFER TO AVOID ANY TRANSFER PROBLEMS.* Instructions should be given as follows:

**Brokerage: Merrill Lynch
Contact: Ryan Maynard
Phone: (214) 750-2099
DTC #: 8862
Account #: 540-02508**

**This account number is used for capital campaign stock transfers only.*

Please also note that the gift date is the date the stock is credited to the above Merrill Lynch account. The average of the high and low stock price on this date, multiplied by the number of shares, will equal the gift value for the donor.