



## ARCHDIOCESE OF ATLANTA

### INSTRUCTIONS FOR MAKING A CHARITABLE GIFT OF SECURITIES

#### **For hand delivery of your gift of securities:**

Do not sign your actual certificate(s) until you arrive at the Catholic Center.

The Catholic Center is located at 680 West Peachtree Street, NW, across from the Bell South building. Free temporary parking is available behind the Catholic Center on Spring Street.

At the reception desk, ask for Mary Ann Brown, who will receive your gift of securities.

Sign and date your certificates at the Catholic Center. You will receive a receipt for the delivery of the shares (name of owner listed on the shares; number of shares; and the name and class of stock).

You will receive an acknowledgment letter for the gift within 30 days, detailing the receipt of the number of shares, the stock issuer, and the date of the gift.

#### **For the transfer of actual certificates by mail:**

Call the Archdiocese of Atlanta first, 404-885-7262, and ask to speak with Mary Ann Brown, to make her aware of your intentions.

Do not sign the actual stock certificates.

Mail the actual certificates, by registered mail or express delivery, requesting a signature as proof of delivery.

In a separate envelope, also by registered mail or express delivery, mail a signed stock power of authority, to transfer ownership of the stock to the Archdiocese.

You will receive an acknowledgment letter/receipt within 30 days, detailing the receipt of the number of shares, the stock issuer, and the date of the gift (for tax purposes).

**For electronic transfer via broker or bank:**

Have your broker or banker send a letter of instruction to Mary Ann Brown at 680 West Peachtree Street, Atlanta, GA 30308 to make her aware of your intentions, and the financial institution handling your transaction.

Have your broker or banker call Rosetta Johnson at Trust Company Bank (at SunTrust Bank) at 404-230-5068 to notify her of the pending transfer.

**For transfer of DTC eligible assets:**

DTC account number is: 2971  
FFC to account number 1114530 Archdiocese Temp Clearing

**For transfer of non-DTC eligible assets or checks, mutual funds, limited partnership and bearer bonds:**

TRUSTMAN (except checks)  
Trust Company Bank, Account number 1114530  
P.O. Box 4655  
Atlanta, GA 30302  
Tax identification number: 58-6078728  
Attention: Rosetta Johnson

**For cash balance wire transfers:**

Trust Company Bank of Atlanta  
ABA number: 061 000 104  
Account number: 9088000415  
FFC to account number: 1114530  
Account name: Archdiocese Temp Clearing  
Attention: Rosetta Johnson

**For book entry assets:**

TRUST ATL/TRUST  
ABA number: 061 000 104  
Sub account number: 3  
FFC to account number: 1114530  
Attention: Rosetta Johnson

An acknowledgment letter/receipt for the value of the gift will be sent to the donor from the Archdiocese within 30 days.