



Revised: March 29, 2011

**INSTRUCTIONS
FOR MAKING A CHARITABLE GIFT OF SECURITIES**

For electronic transfer via broker or bank:

You or your broker or banker should send a letter/email to Mary Ann Brown at 2401 Lake Park Drive, SE, Smyrna, Ga. 30080-8862; (mbrown@archatl.com; 404-920-7407) to make her aware of the impending transfer. Include your name, your parish, the name of the security being transferred, the number of shares, the financial institution handling your transaction, and the intended beneficiary of your gift (e.g., your parish, Archbishop's Annual Appeal, Catholic Charities, etc.). You or your broker or banker should contact Beverly Glenn at Suntrust Banks, Inc. at 404-724-3556 to notify her of the pending transfer. Be sure Ms. Glenn is aware of the intended beneficiary of the gift.

The tax identification number for the Archdiocese is: 58-0677170.

For transfer of DTC eligible assets:

DTC number: 2971

FFC to account number: 1114530 Archdiocese Temp Clearing

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

Suntrust Banks, Inc.

Free Movement, Mail Coded 3132

15th Floor, Suite 1520

303 Peachtree St., NE

Atlanta, GA 30308

Attention: Beverly Glenn

On the documentation accompanying the certificates, include the account number & name:

1114530 Archdiocese Temp Clearing

For cash balance wire transfers:

Suntrust Banks, Inc.

ABA number: 061000104

Account number: 9088000415

Attn: Gift Clearing

FFC to account number: 1114530

Account name: Archdiocese Temp Clearing

Donor Name:

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**OFFICE OF STEWARDSHIP
2401 LAKE PARK DRIVE ♦ SMYRNA, GA 30080-8862
404-920-7600 (OFFICE) ♦ 404-920-7601 (FAX)**

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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 2401 Lake Park Drive, SE, Smyrna, Ga. 30080-8862. Please contact Mary Ann Brown of the Finance Office before you come to alert her when to expect you. You may contact Ms. Brown at 404-920-7407 or mbrown@archatl.com.

At the reception desk at the Catholic Center, ask for Mary Ann Brown who will receive your gift of securities. Make sure you inform Ms. Brown what you want your gift used for. 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, the date of the gift, and the [tax-deductible] gift value of your stock, i.e., the median value of your stock on the date of transfer.

For the transfer of actual certificates by mail:

Call the Archdiocese of Atlanta first, 404-920-7407, and ask to speak with Mary Ann Brown, to make her aware of your intentions. Please tell her what you want your gift used for.

Do not sign the actual stock certificates.

Mail the actual certificates, by registered mail or express delivery, requesting a signature as proof of delivery. Mail to: Attn: Mary Ann Brown, 2401 Lake Park Drive, SE, Smyrna, Ga. 30080-8862.

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).