

# Stock Donation Instructions

Securities donations - stocks, materials, and other non-monetary items - received are recorded at fair market value upon receipt.

The Diocesan Finance Office should process all stock donations. Stock gifted to the parish, school, or ministry should be sold upon receipt. Please do not hold onto gifts of stock for investment.

## Instructions for the Parishes, Schools, and Other Entities Receiving Stock Donations:

Please call the Finance Office at (205) 833 - 0173 with the following information:

- **Name and address of the donor**
- **Name of the stock to be donated**
- **Number of shares of the stock**
- **Parish, School, or entity benefiting from the donation**

You may leave this information with anyone in the Finance Office or email the information directly to [bsellers@bhmdiocese.org](mailto:bsellers@bhmdiocese.org).

Provide the following information to the donor:

- **Financial Institution - Merrill Lynch**
- **DTC #8862**
- **Account # 52404E74**
- **Name: Diocese of Birmingham in Alabama**

All stock gifts are sold immediately upon delivery and the entire proceeds are remitted to the designated beneficiary.

For more information please call Bonnie Paul at Merrill Lynch (205) 326-9699