



## Stock Transfer Procedures

**For more information on stock transfers, please call  
the Catholic Community Foundation at  
480.651.8800**

Thank you very much for your interest in donating to the Catholic Community Foundation. Please follow the steps outlined.

### 1. Complete and mail the Stock Donation Letter of Intention

To begin, please complete the Stock Donation Letter of Intention. Mail or fax one copy to the attention of: **Kyle Felix, Director of Finance & Administration** and, if applicable, to the Parish, School or Organization for whom the gift is intended. It is necessary for all parties to be aware of an impending transfer.

**If you are transferring mutual fund shares, please fill out the following information:**

Mutual Fund Name: \_\_\_\_\_

Mutual Fund Type (i.e. Single, Joint, Corporate, etc.): \_\_\_\_\_

Cusip #: \_\_\_\_\_ Ticker Symbol: \_\_\_\_\_ Number of Shares: \_\_\_\_\_

Donor Name: \_\_\_\_\_ Brokerage Account #: \_\_\_\_\_

Brokerage Firm Name: \_\_\_\_\_

Brokerage Firm Address: \_\_\_\_\_

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

Is this a Full Account Transfer In-Kind or Partial Transfer In-Kind? \_\_\_\_\_

### 2. Transfer the stock

Transfer stock: electronically (the simplest and fastest way), by registered US mail, or in person.

a. To electronically transfer securities:

1. Your bank or broker must notify: **Jay Ley at The Bank of New York Mellon**, (412)-234-0124 or [jay.ley@bnymellon.com](mailto:jay.ley@bnymellon.com), OR **Andrew Labutka at The Bank of New York Mellon**, (412)-236-0030 or [andrew.labutka@bnymellon.com](mailto:andrew.labutka@bnymellon.com), of the electronic transfer
2. Provide your bank or broker the following information necessary to transfer the securities:
  - **The Bank of New York Mellon, DTC # 8275**
  - **Catholic Community Foundation Tax ID # 86-0465177**
  - **Catholic Community Foundation Account # 10594012030**

**Note: If you are transferring stock to establish an annuity, you will need to provide the Catholic Community Foundation with a statement that provides the cost basis for the stocks transferred.**

### 3. Receive confirmation from the recipient

A stock confirmation form is sent to the Catholic Community Foundation from our broker. The stock confirmation form will verify the value of the shares of stock delivered, the price at the time of the sale, and the final value of the gift for tax purposes. The Foundation forwards this confirmation to the Parish or Organization for whom the gift was intended. Again, this will serve as verification and receipt for the securities transfer. The Parish or Organization will, from this document, confirm your contribution/donation.

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Please call the Catholic Community Foundation 480.651.8800



## Stock Transfer Letter of Intention

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the Catholic Community Foundation at  
**480.651.8800**

**Thank you very much for your interest in donating to the Catholic Community Foundation for the Diocese of Phoenix.**

To begin, please complete this Stock Transfer Letter of Intention. Mail, fax or email one copy to the attention of:  
**Kyle Felix, Director of Finance & Administration.**

Please complete this form for all stock donations.

**Date** \_\_\_\_\_

**From** (please print):

Donor name(s): \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**To:**

Kyle Felix  
Director of Finance  
Catholic Community Foundation  
4500 S. Lakeshore Drive, Suite 650  
Tempe, AZ 85282  
Fax: 480.651.8813  
kfelix@ccfphx.org

Please accept our donation of \_\_\_\_\_ shares of \_\_\_\_\_  
(# of shares) (Name of security)

To be credited to the Catholic Community Foundation for the benefit of:

Fund/Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Donor signature \_\_\_\_\_

Date \_\_\_\_\_

Donor signature \_\_\_\_\_

Date \_\_\_\_\_

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