



Stock Donation Instructions

Thank you very much for supporting the mission of the Diocese of Joliet with a gift of appreciated stock. To complete your donation, please follow the steps outlined below. If further assistance is required, please contact the Development Office at (815) 838-8515 or development@dioceseofjoliet.org.

Complete and Submit the Stock Donation Letter of Intention (see Page 2)

Please complete the **Stock Donation Letter of Intention** – Page 2 of this document for proper processing and identification of the donor. Once complete, please mail, fax, or email the Letter of Intention to the Diocese of Joliet, Attn: Development Office. Additionally, if the donation is intended for a parish, school or other organization, please send a copy to that organization.

Without a completed Letter of Intention, we will not know where to send the proceeds of the donation.

Transfer the stock

You may transfer stock electronically (preferred), by mail, or in person.

- a. To transfer the securities electronically:
1. Contact your broker with instructions to make a transfer from your account to the Diocese of Joliet account.

Receiving Firm Name: Stifel, Nicholas & Company
Diocesan Broker Name: Stofan, Agazzi & Co., Inc., Celander
Address: 2801 Black Rd # 101, Joliet, IL 60435-2702
Phone: (815) 729-1266
Registration of Account: Roman Catholic Diocese of Joliet
DTC: 0793
Diocesan Account #: 5727-2547

- b. To transfer certificates by mail:
1. **DO NOT SIGN** the stock certificate.
 2. Send the certificate and a completed Stock Donation Letter of Intention (Page 2) by registered mail to:
Roman Catholic Diocese of Joliet
Blanchette Catholic Center
16555 Weber Road
Crest Hill, IL 60403
Attn: Development Office
 3. **In a separate envelope** send a completed, signed, dated and **guaranteed Irrevocable Stock or Bond Power form** - Page 3 of this document, together with a copy of the completed Stock Donation Letter of Intention.
- c. To hand deliver the securities:
1. **DO NOT SIGN** the stock certificate.
 2. Contact the Diocese of Joliet Development Office at (815) 838-8515 to arrange a time to deliver the stock certificate(s), Irrevocable Stock or Bond Power and Stock Donation Letter of Intention.

Payment Processing and Acknowledgement of Donation

The Diocese of Joliet acts as a clearing house for donations of stock. When securities are donated, the Diocese of Joliet's brokerage firm (Stofan, Agazzi & Co.) liquidates the securities and sends the proceeds to the Diocese along with a trade confirmation form. The Diocese forwards the proceeds to the parish, school, or other institution as directed by the information provided in the **Stock Donation Letter of Intention**. Acknowledgement of the gift will be sent to the donor by the final gift recipient, not by the Diocese of Joliet.



STOCK DONATION LETTER OF INTENTION

Please complete this form for all stock donations and forward to the diocese via email to development@dioceseofjoliet.org.
You may also submit this form by mail to:

Roman Catholic Diocese of Joliet
Blanchette Catholic Center
16555 Weber Road
Crest Hill, IL 60403
Attn: Development Office

AND PLEASE ALSO FORWARD TO:

Parish, School or other Institution for which the donation is intended (if other than the Diocese of Joliet).

Donor Information:

Donor Name: _____ Date: _____

Donor Address: _____

City: _____ State: _____ Zip: _____

Donor Parish or School: _____

Donation Information:

Name of Stock: _____ Number of Shares: _____

Intention of Gift (please check one):

_____ Catholic Ministries Annual Appeal (Diocese of Joliet)

_____ Catholic Education Foundation (Diocese of Joliet)

_____ Parish (Specify below)

_____ School (Specify below)

_____ Other Institution (Specify below)

If Parish, School or other Institution please specify:

Name of Parish, School or other Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Donor Broker: _____

I (we) plan to transfer the securities (please check one of the following):

_____ electronically

_____ by mail

_____ delivered in person

Donor Signature(s): _____ Date: _____

Donor Signature(s): _____ Date: _____



STIFEL

IRREVOCABLE STOCK OR BOND POWER FORM

Account #: _____ Complete Name: _____
 Quantity: _____ Security: _____

Reason for Power:

- Security sold for settlement _____
 Security to be transferred into firm name _____
 Other: _____

Note: If security is registered in joint name, all parties must sign the power. Also, the original containing wet ink signature(s) is required. Copies of signatures are not acceptable.

**IRREVOCABLE STOCK OR BOND POWER
 FOR VALUE RECEIVED, the undersigned does/(do) hereby sell, assign, and transfer to:**

If STOCK, complete this portion:

_____ shares of the _____ stock of _____ represented by
 Certificate(s) Number(s) _____ inclusive, standing in the name of the
 undersigned on the books of said company.

If BONDS, complete this portion:

_____ bonds of _____
 in the principal amount of \$ _____. Number(s) _____ inclusive,
 standing in the name of the undersigned on the books of said company.

The undersigned does/(do) hereby irrevocable constitute and appoint Stifel, Nicolaus & Company, Incorporated attorney to transfer the said stock or bond(s), as the case may be, on the books of said company, with full power of substitution in the premises.

Date	Printed Name(s) of Person(s) Executing this Power	Signature(s) of Person(s) Executing this Power
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNATURE CERTIFICATION
 Stifel, Nicolaus & Company, Incorporated

By: _____
(Authorized Certifier)

