



# ARCHDIOCESE *of* NEW YORK

## PROCEDURES FOR GIFTS OF SECURITIES Archdiocese of New York

If you wish to make a gift of securities to the Archdiocese of New York, there are several ways of doing so depending upon whether the securities are registered in a brokerage account, or held in a bank custodian account, or in your own name. We have enclosed for your convenience a sample form of a gift letter, which may be used to assist in the transfer of securities to the Archdiocese of New York.

**\*\*Please note: Failure to notify our office with the name and number of shares that you will be transferring will prohibit us from acknowledging your gift properly or at all.**

### 1. Securities Held in a Brokerage Account

If you choose this method, please let us know in advance so that our broker can be alerted to accept the securities and so that we are able to acknowledge your gift properly. A copy of your instructions to your advisor (sample enclosed) is a helpful way to provide this notice. It is also helpful for us to have the name of the brokerage house and the name and telephone number of the person we can contact regarding the gift should there be any problems with a transfer.

Securities held by a broker may be delivered by wire transfer through the Depository Trust Company (DTC) to our brokerage account. **PLEASE BE SURE THE CORRECT ACCOUNT NAME IS ON THE TRANSFER TO AVOID ANY TRANSFER PROBLEMS.** Instructions should be given as follows:

Merrill Lynch – Carlos I. Mojica Jr.  
225 Liberty Street, 35<sup>th</sup> Floor  
New York, NY 10281-6100  
carlos\_mojica\_jr@ml.com

**DTC#: 8862**

**Account#: 5AX-03534**

**ACCOUNT NAME: ARCHDIOCESE OF NEW YORK**

## **2. Securities Held in a Bank Custodian Account**

Many banks have a “gift account” until instructions have been received from the donor. If you wish to make a gift of securities from your bank account, please notify the bank and let us know the name of the bank, and the name and telephone number of the person we should contact regarding the gift.

## **3. Securities Registered in Your Name**

The securities may be delivered directly (registered, if by mail) to the office of our broker who also will need a signed stock power. If sent by mail, the stock power should be mailed separately from the securities, which are freely negotiable when combined physically with the stock power. Our broker’s address is as follows:

Merrill Lynch  
Attn: Carlos I. Mojica Jr.  
225 Liberty Street, 35<sup>th</sup> Floor  
New York, NY 10281-6100  
carlos\_mojica\_jr@ml.com

**DTC# 8862**

**Account# 5AX-03534**

**Account name: Archdiocese of New York**

## Stock Transfer Letter

Name and Address of  
Broker or  
Investment Advisor or  
Custodian Bank Etc.

RE: Account Number \_\_\_\_\_

Dear \_\_\_\_\_:

I (We), \_\_\_\_\_, wish to make a gift of stock to the ARCHDIOCESE OF NEW YORK. Consequently, upon receipt of this letter, please make arrangements to transfer from my account \_\_\_\_\_ shares of \_\_\_\_\_ to the Archdiocese of New York in accordance with instructions from Maryrose Richards, 1011 First Avenue, 14<sup>th</sup> Floor, New York, NY, 10022. Maryrose's telephone number is (646) 794-3281.

Sincerely,

Donor's Signature

cc: Maryrose Richards  
Archdiocese of New York  
1011 First Avenue, Suite 1410  
New York, NY 10022  
maryrose.richards@archny.org  
Fax #: (212) 371-6463

### Footnote to the Donor:

**On the copy of this letter, please indicate the telephone number of the broker, banker, custodian or other appropriate contact person.**