



### **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](mailto: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.

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

**Medallion Stamp**

