



## STOCK/MUTUAL FUND DONATION PROCEDURES

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### For the Archdiocese of Chicago Parishes, Schools and Agencies

Thank you very much for your interest in donating to an Archdiocese of Chicago Parish, School or Agency. Please follow the steps outlined below. If further assistance is required, please contact the Archdiocesan Bank at 312.534.5399 or [archbank@archchicago.org](mailto:archbank@archchicago.org).

### Complete and send the Stock Donation LETTER OF INTENTION.

**ALL STOCK DONATIONS MUST BE ACCOMPANIED BY** a stock donation **Letter of Intention** form (see page 3).

Additional forms may be obtained by:

- Visiting our website at [archchicago.org](http://archchicago.org):  
Click on the following: Offices and Ministries — Bank and Investments — General Stock Donation Procedures — Stock Letter of Intention.
- Calling the Archdiocesan Bank at 312.534.5399.

Completed **Letter of Intention** form may be faxed, mailed or e-mailed (see contact information, page 3).

## SECURITIES AND STOCK CERTIFICATE(S) DONATION

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### Transfer Stock/Securities

For your convenience, you can transfer securities electronically, by registered mail, or via in-person delivery.

#### 1. ELECTRONICALLY

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To transfer the securities electronically:

- Provide your bank or broker the following transfer instructions, our broker is William Blair & Company:  
Processor: **National Financial Services – DTC #0226**  
Account Number: **ESR-005570**  
**Catholic Bishop of Chicago Account**  
**For the benefit of (F/B/O):** Enter your Parish, School, or Agency Name, Address, and Intent
- Additional information your bank or broker may need:  
Archdiocese of Chicago Tax ID No.: **36-2170826**  
William Blair & Company  
150 North Riverside Plaza  
Chicago, Illinois 60606
- William Blair representative:  
Patrick Gleason  
312.364.8130  
[pgleason@williamblair.com](mailto:pgleason@williamblair.com)



## 2. REGISTERED MAIL

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To transfer the stock certificate by registered mail:

- Stock certificate(s) in the name of the parish, school or agency can be sent to us without a signature or irrevocable stock bond power. Place the Stock Certificate(s) and the stock donation **Letter of Intention** in an envelope and send via **REGISTERED MAIL**.
- Stock certificate(s) in the Donor's name — **DO NOT SIGN** the stock certificate(s). Send the Stock Certificate(s) to us in one envelope via Registered Mail. In a separate envelope send a completed, signed and dated irrevocable stock bond power form, together with the completed stock donation **Letter of Intention** (see page 3 for mailing address).
- An irrevocable stock bond power form is available on our website: **archchicago.org**  
Click on the following: Offices and Ministries — Bank and Investments — General Stock Donation Procedures — Irrevocable Stock/Bond Power form.

## 3. IN-PERSON DELIVERY

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To deliver the securities (stock certificate) in person:

- **DO NOT SIGN** the stock certificate(s).
- Contact the Archdiocesan Bank at 312.534.5399 to arrange a time to deliver the stock certificate(s), irrevocable stock bond power and stock donation **Letter of Intention**.

**Please note:**

**Stock Certificates received stamped “RESTRICTED” will experience longer processing times.**

## MUTUAL FUND DONATION

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### All Mutual Fund Donations

Due to various methods of transactions required to obtain funds from mutual fund accounts, the Archdiocesan Bank recommends that the Parish, School, Agency or Donor contact us directly at 312.534.5399 with any questions.

The Archdiocesan Bank will obtain all information as required and process the transaction accordingly.

In most cases William Blair & Company will be able to expedite the time it takes to process gifts of mutual fund shares by creating an account to process the gift. Please call Patrick Gleason at William Blair & Company at 312.364.8130 or the Archdiocesan Bank at 312.534.5399.

**Please note: Mutual fund donations require longer processing times. Please keep this in mind when donating at the end of the calendar year.**

**Thank you for your donation.**

**ARCHDIOCESAN BANK – STOCK DONATIONS**

# Stock Donation – Letter of Intention

Donor: Please complete this form for **all stock/mutual fund** donations.

For further assistance, please contact Shannon Miller at 312.534.5399 or **archbank@archchicago.org**.

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

- Electronically  Registered Mail  Hand Delivery  
(Broker to Broker)

(Please Print)

Donation Date:

Donor Name(s):

Address:

City:

State:

ZIP:

Phone:

Email:

Please accept our gift of \_\_\_\_\_ shares of \_\_\_\_\_  
(# of shares)

(Name of Security)

to be credited to the Catholic Bishop of Chicago for the benefit of:

Parish Name:

Address:

City:

State:

ZIP:

Other Information:

(If you are giving various stocks/securities to various parishes, simply print "VARIOUS" above and attach a separate page with a list detailing the various gifts and parishes that are to receive the gift/s.)

**Send this form via one method listed below:**

Email: **archbank@archchicago.org**

Fax: 312.534.5272

Regular U.S. Mail: Archdiocese of Chicago  
Archdiocesan Bank – Stock Donations  
835 North Rush Street  
Chicago, IL 60611

**Thank you for your donation.**