

Procedure for Gifting Stock to benefit St. Barbara Parish

Thank you for your interest in donating stock to St. Barbara Parish. The most efficient method of donating stocks is a direct transfer via DTC from your brokerage account to that of the parish. Information needed to complete this transfer is below.

We absolutely need you to indicate what shares you will be donating. Please complete the form below. Otherwise, there will be a delay in the receipting process and we may not be able to acknowledge your gift.

STEP ONE:

To make a broker-to-broker transfer, contact your broker (call your broker with the information below or send your broker a Letter of Instruction.

Make sure you also send a copy of this letter to the St. Barbara Parish office and also to the Archdiocesan office.

Your broker will need the following information:

Archdiocesan Broker: D.A. Davidson for Crowell Weedon

Archdiocesan Account (FTAO): 82117250

(account of the Roman Catholic Archbishop of Los Angeles)

DTC Number: 0361

SAMPLE LETTER OF INSTRUCTION

Donor Name
Donor Address
Date

YOUR Broker Name Firm
YOUR Broker Address

Dear [Name of your broker],

Please transfer [name of the stock] from our/my account [insert your account #] to DA Davidson, DTC 0361, for the account of The Roman Catholic Archbishop of Los Angeles, account number 82117250.

This gift is for the sole benefit of Saint Barbara Parish at Old Mission Santa Barbara.

Sincerely yours,

[Your signature]

Cc: Doreen J. Rodriguez
Archdiocese of Los Angeles
3424 Wilshire Boulevard
Los Angeles, CA 90010

Fr. Dan Lackie, OFM
Saint Barbara Parish
2201 Laguna Street
Santa Barbara, CA 93105

STEP TWO:

Please complete this form and send (either “hard” copy or email) to: pastor@saintbarbaraparish.org and drodriguez@la-archdiocese.org

Date of Transfer _____

Donor Name _____

Address _____

Phone(s) _____

Email _____

Brokerage Company Making Transfer _____

Broker Name & Phone

Description of Stock Transfer (number shares, name):

Approximate Value (\$\$\$) _____

Gift Designation _____

Donor Signature(s) _____

Date _____

WHAT WILL HAPPEN:

1. The St. Barbara Parish office accountant makes sure a copy of the executed “Letter of Instruction” is received by the appropriate Archdiocesan contacts.
2. The Archdiocese broker, following standing procedure, immediately sells the security unless the Archdiocese has provided special instructions for the specific transaction.
3. The St. Barbara Parish office accountant follows up with the Archdiocese on the timely delivery of the check with net proceeds and assures it is deposited in the Parish’s Union Bank account.
4. An acknowledgement and thank you for this gift will be sent from the St. Barbara Parish office, indicating the name of the stock and the number of shares once the proceeds are received.
5. Since the tax-deductibility of the security is based on the date that the transfer of the stock is executed – and not when the stock is sold – the precise amount of the tax deduction is the sole responsibility of the donor and his/her tax accountant/attorney.