



# Authorization for Transfer of Gift Securities

## Section I

Name of security(s) or mutual fund(s) \_\_\_\_\_

Number of shares \_\_\_\_\_

Wire transfer (see section II below) \_\_\_\_\_ Certificate \_\_\_\_\_  
Certificate to be issued and mailed to the Diocese \_\_\_\_\_

For the benefit of: (Specific diocesan ministry, parish, school or endowment)

Entity	Dollar/Percent split
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

*Gifts to the Diocese of Wichita will be presumed to be for general purposes unless otherwise indicated above.*

## Section II

### Wire transfer from donor's brokerage firm:

Broker/contact name and phone \_\_\_\_\_

Name(s) on account \_\_\_\_\_

Account number \_\_\_\_\_

**Wire to the Catholic Diocese of Wichita at Morgan Stanley Smith Barney.** Account: 185-217085-221 DTC: 015

If you have questions regarding this transfer, please contact Pam Hatfield at 316-630-4436 or 800-365-4888.

## Section III

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

Donor address: \_\_\_\_\_ Donor phone \_\_\_\_\_  
(City) (State) (ZIP)

*This gift letter needs to be signed by the donor exactly as the name or names appear on the account the stock is being transferred from. All account owners must sign.*

### CC or fax copy:

**Gary Bartak**  
Morgan Stanley Smith Barney  
8301 E. 21<sup>st</sup> Street No., Suite 150  
Wichita, KS 67206  
Fax: 316-630-8340

**Bryan Coulter**  
Catholic Diocese of Wichita  
424 N. Broadway  
Wichita, KS 67202  
Fax: 316-269-3902

## Donor Instructions (Stock Gifts)

Donations of securities are easily accomplished. There are several options available to donors – please review the steps below to determine the best option for your gift.

- All gifts should be processed through diocesan brokerage accounts already established whenever possible.
- If you wish to have your broker complete a transfer of shares, please complete the AUTHORIZATION FOR TRANSFER OF GIFT SECURITIES form. Some firms have their own form for gifting, so please contact your broker to verify what requirements they have for processing a DTC gift of securities.
- Please give the original AUTHORIZATION form to your broker and either mail or fax a copy to the Catholic Diocese of Wichita at 316-269-3902. We will coordinate with our broker to process your gift promptly and remit funds as you specify in Section I.
- If you have a certificate on hand that you wish to donate, please DO NOT endorse the back of the certificate. Please contact Mike Wescott at 316-269-3917 to obtain forms that will give the Diocese title to the certificate. Mail the completed forms to the Office of Development and Planned Giving under separate cover from the certificate. Your gift will be registered the date the latter is received (if mailed on separate dates).

Upon receipt of the security in the diocesan brokerage account, the Diocese will execute an order to sell. Once the proceeds of the sale are received, you will be notified of this transaction with a letter from the Office of Development and Planned Giving.