

# MEMO

DIOCESE OF SACRAMENTO

The Catholic Foundation

2110 Broadway, Sacramento, CA 95818

916-733-0266/FAX 916-733-0224

DATE: June 24, 2019

TO: Pastors, Parochial Administrators, Parochial Vicars and Parish Secretaries

FROM: Chantal LeFevre, Associate Director, Operations

SUBJECT: **Stock Transfer Procedures and Forms**

The Catholic Foundation of the Diocese of Sacramento maintains a clearing account through which stock donations to various diocesan ministries can be accomplished electronically. The following letter(s) may be used to direct a donor's broker in this regard.

**Updated Contact Information:**

Katie Kelly  
Merrill Lynch  
555 Capitol Mall, Ste. 1400  
Sacramento, CA 95814  
Phone: (916) 648-6333  
Fax: (916) 265-0090

**Stock Verification Process:**

The Catholic Foundation will receive a stock confirmation from Merrill Lynch verifying the value of the shares of stock, the price at sale, and final value of the gift for tax reporting purposes.

Upon receipt of the donation, The Catholic Foundation will provide the donor(s) with the appropriate IRS form to evidence the value of the stock donation, and will arrange for the proceeds to be distributed in accordance with the donor's/donors' expressed intent. The Catholic Foundation will notify the donor's/donors' Parish, school, organization or endowment about his/her/their gift.