

MEMO

The Catholic Foundation of the Diocese of Sacramento, Inc.

2110 Broadway
Sacramento, CA 95818
916-733-0266

DATE: April 5, 2021

TO: Pastors, Parochial Administrators, Parish Admin Staff, and School Principals

FROM: Chantal LeFevre, Associate Director

SUBJECT: **Stock Transfer Procedures and Forms – NEW ACCOUNT INFORMATION**

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

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.