



## Donated Stock Gift Form & Instructions

The Foundation for the Diocese of Helena welcomes in-kind donations of **transferable** stocks, bonds, exchange traded funds (ETFs), mutual funds and other marketable securities. If you would like to donate, please contact us to confirm **transferability**. This form provides the information your brokerage firm will need to process the transfer.

**For IRS tax reporting purposes, please provide your information:**

Date: \_\_\_\_\_

Donor Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Please provide information about the securities you wish to donate:**

Description of Securities	Securities Identifier (Ticker Symbol, CUSIP, etc.)	Number of Shares or Face Amount	Approximate Value

**Please provide a written statement to the Foundation below for the purpose of this gift (if further explanation is needed, please send us a letter):**

---



---



---

**Please provide the Delivery Instructions on the reverse side of this form to your brokerage firm.**

We will send you an acknowledgement after your in-kind gift is received. For IRS tax return purposes, the date of the gift is the date that shares are received in the Foundation’s account. The gift value is the average of the high and low price on that date or the closing net asset value, as applicable. The Foundation for the Diocese of Helena is a 501(c)(3) Montana nonprofit corporation, and our TIN is 81-0449307.

**Delivery Instructions:**

Please provide the original form to your brokerage firm (i.e., the delivering firm).

Please provide a copy of this form by mail, or email to Daniel Thies, Executive Director, The Foundation for the Diocese of Helena at P.O. Box 1729, Helena, MT 59624, [dthies@diocesehelena.org](mailto:dthies@diocesehelena.org).

All delivery instructions to Charles Schwab & Co., Inc. for various securities are as follows and **MUST reference The Foundation for the Diocese of Helena, Account #4491-6538:**

**All DTC-Eligible Securities:** All deliveries MUST include The Foundation for the Diocese of Helena, Account #4491-6538

Delivery to DTC Clearing 0164, Code 40.

**Dividend Reinvestment or Closed-End Mutual Funds:** All deliveries MUST reference The Foundation for the Diocese of Helena, Account #4491-6538. The account number must not be included in the mailing address. Do not establish an account in the name of Charles Schwab & Co., Inc. FBO The Foundation for the Diocese of Helena.

Issue a certificate for all whole shares, liquidate all fractional shares and discontinue dividend reinvestment.

**Physical Delivery of Checks and/or Securities:** All deliveries MUST reference The Foundation for the Diocese of Helena, Account #4491-6538.

Name and Address:  
Charles Schwab & Co., Inc.  
AS Document Control  
P.O. Box 982600  
El Paso, TX 79998-2600

Overnight Mailing Address:  
Charles Schwab & Co., Inc.  
AS Document Control  
1945 Northwestern Drive  
El Paso, TX 79912

Tax ID Number: 94-1737782

**Fed Book-Entry Securities (e.g., Treasury Notes):** All deliveries MUST include The Foundation for the Diocese of Helena, Account #4491-6538.

Bank of New York Mellon  
ABA #: 021000018  
BK OF NYC/CSCHWAB  
FBO: 8-digit customer A/C # and name.

**Liquidate Money Fund and transfer cash according to instructions listed below.**

**Fedwire® Monies:** All deliveries MUST include The Foundation for the Diocese of Helena, Account #4491-6538.

Wire to:  
Citibank NA, 399 Park Avenue, New York, NY 10022  
ABA #: 021000089  
FBO: Charles Schwab & Co., Inc. A/C #: 40553953

For further credit to The Foundation for the Diocese of Helena, Account #4491-6538

**Foreign Securities:** All deliveries MUST include The Foundation for the Diocese of Helena, Account #4491-6538.

Call 1-602-355-9003 for delivery instructions.