



DIOCESE OF DALLAS  
CATHOLIC SCHOOLS OFFICE  
PROCEDURES FOR GIFTS OF STOCK

The Diocese of Dallas will facilitate your gift of securities benefiting Catholic Schools. If you wish to make a gift of stock, please follow these instructions to be sure that your gift is received and properly credited.

***Please note: Failure to notify our office with the name and number of shares that you will be transferring could prevent timely sale and acknowledgement.***

Please e-mail Barry Hanner, Director of Financial Services for the Diocese of Dallas, at [bhanner@cathdal.org](mailto:bhanner@cathdal.org) when the transfer is initiated so the Diocese of Dallas' broker can be alerted to accept the stocks and the diocese is able to acknowledge your gift properly and appropriately credit your gift.

In this e-mail, the donor should advise the Diocese of Dallas about the following:

- Donor's name and address (for appropriate charitable contribution documentation back to donor)
- Quantity and name(s) of the stock
- The gift is to benefit the Catholic Schools of the diocese

It is also helpful for the diocese to have the name of the brokerage house and the name and telephone number of the person that the diocese can contact regarding the gift should there be any problems with a transfer.

Securities held by a broker may be delivered by wire transfer through the Depository Trust Company (DTC) to the Diocese's brokerage account. ***PLEASE BE SURE THE CORRECT ACCOUNT NUMBER AND DTC NUMBER IS ON THE TRANSFER TO AVOID ANY TRANSFER PROBLEMS.*** Instructions should be given as follows:

<b><i>Brokerage:</i></b>	<b><i>Merrill Lynch</i></b>
<b><i>Contact:</i></b>	<b><i>Lisa McAdam</i></b>
<b><i>Phone:</i></b>	<b><i>214-969-2330</i></b>
<b><i>DTC #:</i></b>	<b><i>8862</i></b>
<b><i>Account #:</i></b>	<b><i>542-04209</i></b>
<b><i>Account Name:</i></b>	<b><i>Catholic Diocese of Dallas</i></b>