

## UNIVERSITY CATHOLIC CENTER PROCEDURES FOR GIFTS OF STOCK

The Diocese will facilitate your gift of securities to the University Catholic Center. 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 broker can be alerted to accept the stocks and we are able to acknowledge your gift properly and appropriately credit your gift.

In this e-mail, the donor should provide information about the following:

- Donor's name and address (for appropriate charitable contribution documentation back to donor)
- Quantity and name(s) of the stock
- Identify the purpose of your donation

It is also helpful to have the name of the brokerage house and the name and telephone number of the person that we 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>542-03561</i></b>
<b><i>Account Name:</i></b>	<b><i>CCM2-RC</i></b>

*All donations should be made payable to the University Catholic Center with reference to "UTD CCM2-RC". All payments are contributions to the CCM2-RC (dba: University Catholic Center), a Texas non-profit corporation that is tax-exempt under section 501(c)(3) of the U.S. Internal Revenue Code and a public charity under sections 170(b)(1)(A)(vi) and 509(a)(1) of the Code. Contributions are deductible to the maximum extent permitted by section 170(b) of the Code. EIN: 87-3271660*