

STOCK DONATIONS – UPDATED PROCEDURES

There are several ways donors can hold and donate securities. Fifth Third can now process donations of Direct Registration (DRS or book entry) assets, and mutual funds, along with the typical physical stock certificates and broker to broker transfers or DTC transfers.

When contacted by a donor, please ask how the donor currently holds their securities and then follow the applicable directions below.

If donor currently holds **Direct Registration (DRS or book entry) assets**, typically held at Computershare or AST, please collect the following information and forward to Annie Zoz to review and forward to Fifth Third to process.

- 1-A copy of the most recent statement clearly showing account number and registered name.
- 2-The number of shares to be donated.
- 3-The tax identification or social security number associated with current account.
- 4-The donor(s) name.
- 5-The parish/school/organization Fifth Third account number including two letter ACRO that identifies specific location.

If donor currently holds a **mutual fund** held either with a broker or with a mutual fund company, please collect the following information and forward to Annie Zoz to review and forward to Fifth Third to process.

- 1-The ticker/cusip for the mutual fund.
- 2-The Number of shares they are donating.
- 3-The delivering bank/broker name.
December 2013 *Clergy Communications* 6
- 4-The donor(s) name.
- 5-The parish/school/organization Fifth Third account number including two letter ACRO that identifies specific location.

If donor currently holds shares with a **broker**, i.e. Merrill Lynch, Smith Barney, please give the donor the following information to pass along to the donor's broker.

- 1-Church Specific Account Name
- 2-Church Specific Account Number, including two letter ARCO identifier
- 3-Receiving Firm Name – Fifth Third
- 4-Receiving Firm DTC – 2116

If donor currently holds physical certificates, please collect the following and deliver to Annie Zoz to create appropriate paperwork and deliver to Fifth Third to process.

- 1-Original Physical certificate – if in donor name, certificate must be endorsed.
- 2-Letter from donor stating desire to donate shares to specific church or organization.
- 3-Letter from church asking Archdiocese of Cincinnati to facilitate the sale of enclosed

certificate.

Please remind all donors that the Archdiocese of Cincinnati Gift Acceptance Policy requires a donor name be included with the transfer. All stock transfers without a donor name and a recipient account number will be rejected and returned to the donor account.

Each location should have an established stock transfer account with Fifth Third Charitable Management Services Division to process donations of stock and mutual funds. Please contact Annie Zoz (azoz@catholiccincinnati.org or 513.421.3131x2853) if your location does not have a specific donation account or if you have questions regarding the donation process.