



Bishop of Gary

**DIOCESE OF GARY**

9292 BROADWAY  
MERRILLVILLE, IN 46410-7088

219-769-9292  
FAX: 219-769-2066

**MEMORANDUM**

TO: Pastors, Business Managers and Administrative Staff

FROM: Bishop Donald J. Hying

DATE: November 1, 2017

RE: Stock Donation Procedure

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With the Thanksgiving and Christmas holidays upon us, many of your parishioners may be interested in donating stock to their parish, school, the Diocese of Gary, or the Catholic Foundation for Northwest Indiana before the end of the calendar year. We have put together a comprehensive procedure on how a donor can accomplish a Stock Donation. We will be including this information on our diocesan website and recommend that the same information be placed on your parish website.

Please review the Stock Donation procedure at your earliest convenience and let us know if you have any questions or need any further clarification. Calls can be directed to Kathy Tomasik in the Diocesan Finance Office whose office phone number is 219-796-8020.

Thank you for your support in this matter.

*Donald J. Hying*



## **ROMAN CATHOLIC DIOCESE OF GARY**

9292 BROADWAY MERRILLVILLE, IN 46410-7088

### **Stock Donation Instructions**

Thank you very much for supporting the mission of the Catholic Diocese of Gary with a gift of appreciated stock. To complete your donation, please follow the steps outlined below. If further assistance is required, please contact Liz Metts, Director of Development & Planned Giving at the Diocese of Gary.

**1. Complete and Submit the Stock Donation Letter of Intention (see Page 2)**

A properly completed **Stock Donation Letter of Intention** – Page 2 allows for proper processing of the stock transaction as well as proper identification of the donor. Once completed, please mail, fax, or email the Letter of Intention to the Diocese of Gary, Attn: Liz Metts. Additionally, if the donation is intended for a parish, school or other organization, please send a copy to that organization.

**Without a completed Letter of Intention, we will not know where to send the proceeds of the donation.**

**2. Transfer the stock**

You may transfer stock electronically (preferred), by mail, or in person.

To transfer the securities electronically:

Contact your broker with instructions to make a transfer of securities to the Diocese of Gary.

**Diocesan Broker name:** Peoples Bank Attn: Tom Devine  
**Address:** 9204 Columbia Avenue, Munster, Indiana, 46321  
**Phone:** 219-853-7086  
**Registration of Account:** Roman Catholic Diocese of Gary  
**DTC Eligible Securities:** Participant Number: 2116  
FFC A/C#: 01010034294021  
A/C Name: Peoples Bank – Cash/Cash  
Agent Bank #: 10016  
Institutional ID #: 40896

- a. To transfer certificates by mail:
  1. **DO NOT SIGN** the stock certificate.
  2. Send the certificate & a completed Stock Donation Letter of Intention (Page 2) by registered mail:  
Peoples Bank, Attn: Tom Devine  
9204 Columbia Avenue, Munster, Indiana 46311
  3. **In a separate envelope** send a completed, signed, dated and **medallion guaranteed Irrevocable Stock or Bond Power form** – Page 3 of this document, together with a copy of the completed Stock Donation Letter of Intention.
- b. To hand deliver the securities:
  1. **DO NOT SIGN** the stock certificate.
  2. Contact Tom Devine of Peoples Bank at phone #219-853-7086 to arrange a time to deliver the stock certificate(s), Irrevocable Stock or Bond Power and Stock Donation Letter of Intention.

### **Payment Processing and Acknowledgement of Donation**

The Diocese of Gary acts as a clearing house for donations of stock. When securities are donated, the Diocese of Gary bank (Peoples Bank) liquidates the securities and sends the proceeds to the Diocese along with a trade confirmation form. The Diocese forwards the proceeds to the parish, school, or other institution as directed by the information provided in the **Stock Donation Letter of Intention.** Acknowledgement of the gift will be sent to the donor by the final gift recipient, not by the Diocese of Gary.



# ROMAN CATHOLIC DIOCESE OF GARY

9292 BROADWAY MERRILLVILLE IN 46410-7088

PHONE NUMBER: 219-769-9292

## STOCK DONATION LETTER OF INTENTION

Please complete this form for all stock donations and forward to the Diocese via email to lmetts@dcgary.org. Or you may also submit this form by mail to:

Roman Catholic Diocese of Gary  
Attn: Liz Metts, Director of Development & Planned Giving  
9292 Broadway  
Merrillville, IN 46410

### PLEASE FORWARD THIS FORM TO:

Parish, School or other Institution for which the donation is intended (if other than the Diocese of Gary).

### Donor Information:

Donor Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Donor Parish or School: \_\_\_\_\_

### Donation Information:

Name of Stock: \_\_\_\_\_ Number of Shares: \_\_\_\_\_

Intention of Gift (please check):

- \_\_\_\_\_ Catholic Service Appeal (Diocese of Gary)
- \_\_\_\_\_ Catholic Foundation for Northwest Indiana
- \_\_\_\_\_ Parish (Please specify details below)
- \_\_\_\_\_ School (Please specify details below)
- \_\_\_\_\_ Other Institution (Please specify details below)

If Parish, School or other Institution please specify:

Name of Parish, School or other Institution: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Donor Broker: \_\_\_\_\_

I (we) plan to transfer the securities (please check one of the following):

- \_\_\_\_\_ electronically
- \_\_\_\_\_ by mail
- \_\_\_\_\_ delivered in person

Donor Signature (s): \_\_\_\_\_ Date: \_\_\_\_\_

Donor Signature (s): \_\_\_\_\_ Date: \_\_\_\_\_



**ROMAN CATHOLIC DIOCESE OF GARY**

9292 BROADWAY MERRILLVILLE, IN 46410-7088

**IRREVOCABLE STOCK/BOND POWER**

FOR VALUE RECEIVED, the undersigned does (do) hereby sell, assign and transfer to

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**IF STOCK COMPLETE THIS PORTION** \_\_\_\_\_ shares of the \_\_\_\_\_ stock of \_\_\_\_\_ represented by Certificate (s) No. (s) \_\_\_\_\_ inclusive, standing in the name of the undersigned on the books of said Company.

**IF BOND COMPLETE THIS PORTION** \_\_\_\_\_ bonds of \_\_\_\_\_ in the principal amount of \$ \_\_\_\_\_, No. (s) \_\_\_\_\_ inclusive, standing in the name of the undersigned on the books of said Company.

The undersigned does (do) hereby irrevocably constitute and appoint \_\_\_\_\_ attorney to transfer the said stock or bond (s), as the case may be, On the books of said Company, with full power of substitution in the premises. **Dated** \_\_\_\_\_

**SIGN HERE ONLY** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_