

DIOCESE OF JOLIET FINANCIAL POLICIES

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Stock Contribution Procedure

A donor wishing to contribute appreciated stock to the Diocese or to a parish may do so in one of two ways. It can be done by a transfer of a stock certificate or electronically. Regardless of the method used all transfers of stock must go to the Diocese Finance Office. The Finance Office will abide by instructions provided by the donor and assure the donor's wishes are carried out. In no instance should a stock donation be retained by a parish. When transfer has been completed the Finance Office will send a notification to the parish, Diocese Development Appeals Office, or other recipient, who will then acknowledge the receipt to the donor.

TRANSFER BY CERTIFICATE

If a donor has a stock certificate he or she wishes to donate it can be assigned to the Diocese by signing the appropriate line on the reverse side of the certificate. A stock power may be used in lieu of signing the certificate. In addition to the stock certificate, an "[Authorization to Transfer Securities or Money](#)" form will need to be printed and signed by the donor. This form is printable from the Diocese of Joliet Finance Website. The certificate, stock power if used, and the authorization should then be mailed or delivered to the Diocese Finance Office at 425 Summit Street, Joliet, IL 60435, along with instructions as to how the donor wishes the proceeds from the eventual sale of the stock to be distributed. It is not necessary for a donor to have the certificate put into the name of the Diocese prior to making the contribution.

ELECTRONIC TRANSFER

Stock can also be transferred (assigned) electronically. To do so a donor must contact his or her broker with instructions to make a transfer from his or her account to the Roman Catholic Diocese of Joliet account. The donor's broker will need a routing number or a DTC number. For the Roman Catholic Diocese of Joliet this number is 0141. The broker will also need an account number for the Diocese, which is 2496-9663. The donor's broker may also want to know the name and address of the Diocese broker, which is Stofan, Agazzi & Company 2801 Black Road, Suite 101, Joliet, IL 60435, telephone number (815) 729-1266. Immediately upon receipt Stofan, Agazzi and Company will take steps to sell the stock for the Diocese of Joliet account.

The donor should then contact the Diocese of Joliet Finance Office with instructions as to the disposition of the proceeds of the sale. This can be done by mail to Finance Office, Diocese of Joliet, 425 Summit St., Joliet, IL 60435, by phone by calling Christa Selig at (815) 722-6606 or by emailing her at cselig@dioceseofjoliet.org.

MUTUAL FUNDS

If shares of a mutual fund are gifted to the Diocese, two approaches may be taken by the donor. He or she may have the mutual fund shares liquidated and make a cash donation, or the share may be transferred to the Diocese. This necessitates the Diocese opening an account with the mutual fund in order to receive the transferred shares. When the transfer is complete the Diocese will liquidate the shares and close the account.

The donor of mutual fund shares should be aware that the process from start to finish is often a timely procedure.