



### **Stock Donation Instructions**

Thank you very much for supporting the mission of the Diocese of Joliet with a gift of appreciated stock. To complete your donation, please follow the steps outlined below. If further assistance is required, please contact Paula Steffensmeier at (815) 221-6202 or via email at [psteffensmeier@dioceseofjoliet.org](mailto:psteffensmeier@dioceseofjoliet.org)

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

Please complete the **Stock Donation Letter of Intention** – Page 2 of this document for proper processing and identification of the donor. Once complete, please mail, fax, or email the Letter of Intention to the Diocese of Joliet, Attn: Paula Steffensmeier. 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.

a. To transfer the securities electronically:

1. Contact your broker with instructions to make a transfer from your account to the Diocese of Joliet account.

**Receiving Firm Name:** LPL Financial  
**Diocesan Broker Name:** Stofan, Agazzi & Co., Inc., Attn: Irene Celander  
**Address:** 2801 Black Rd # 101, Joliet, IL 60435-2702  
**Phone:** (815) 729-1266  
**Registration of Account:** Roman Catholic Diocese of Joliet  
**DTC:** #0075  
**Diocesan Account #:** 5622-6755

b. To transfer certificates by mail:

1. **DO NOT SIGN** the stock certificate.
2. Send the certificate and a completed Stock Donation Letter of Intention (Page 2) by registered mail to:  
Roman Catholic Diocese of Joliet  
Blanchette Catholic Center  
16555 Weber Road  
Crest Hill, IL 60403  
Attn: Paula Steffensmeier
3. **In a separate envelope** send a completed, signed, dated and **guaranteed Irrevocable Stock or Bond Power form** - Page 3 of this document, together with a copy of the completed Stock Donation Letter of Intention.

c. To hand deliver the securities:

1. **DO NOT SIGN** the stock certificate.
2. Contact Paula Steffensmeier of the Diocese of Joliet at (815) 221-6202 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 Joliet acts as a clearing house for donations of stock. When securities are donated, the Diocese of Joliet's brokerage firm (Stofan, Agazzi & Co.) 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 Joliet.



## STOCK DONATION LETTER OF INTENTION

Please complete this form for all stock donations and forward to the diocese via email to [psteffensmeier@dioceseofjoliet.org](mailto:psteffensmeier@dioceseofjoliet.org).  
You may also submit this form by mail to:

Roman Catholic Diocese of Joliet  
Blanchette Catholic Center  
16555 Weber Road  
Crest Hill, IL 60403  
Attn: Paula Steffensmeier

### AND PLEASE ALSO FORWARD TO:

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

### Donor Information:

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

### Donation Information:

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

Intention of Gift (please check one):

\_\_\_\_\_ Catholic Ministries Annual Appeal (Diocese of Joliet)

\_\_\_\_\_ Catholic Education Foundation (Diocese of Joliet)

\_\_\_\_\_ Parish (Specify below)

\_\_\_\_\_ School (Specify below)

\_\_\_\_\_ Other Institution (Specify below)

If Parish, School or other Institution please specify:

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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: \_\_\_\_\_



**IRREVOCABLE STOCK/BOND POWER**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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** 

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_