



## STOCK DONATION PROCEDURE

Please note the updated instructions as of January 19, 2021. There are several ways donors can hold and donate securities. Fifth Third can 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.

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. **If questions, the broker or donor should contact the parish Business Manager.** These instructions are for regular stock donations submitted (NON ACATS).

- Church Specific Account Name
- Church Specific Account Number, including two letter ACRO identifier
- Receiving Firm Name – Fifth Third
- Receiving Firm DTC – 2116

To submit regular stock donations through **ACATS**:

- Account Number: **01-01-000-4471751** (14 digits)
- Receiving Firm DTC: 2116
- Put the donor's name, the parish/organization name, and the two letter ACRO in the comment field.

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 the parish Business Manager to review.** The Business Manager will then supply delivery instructions.

- The ticker/cusip for the mutual fund.
- The number of shares they are donating.
- The delivering bank/broker name.
- The donor(s) name.
- Delivering DTC #.
- Delivering BIN Account #
- The parish/school/organization Fifth Third account number including two letter ACRO that identifies specific location.

To submit mutual funds through **ACATS**:

- Account Number: **01-01-000-4471751** (14 digits)
- Receiving Firm DTC: 2116
- Put the donor's name, the parish/organization name, and the two letter ACRO in the comment field.

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 Mary Jones, [mjones@catholiccincinnati.org](mailto:mjones@catholiccincinnati.org), for processing.

- A copy of the most recent statement clearly showing account number and registered name.
- The number of shares to be donated.
- CUSIP number.
- The donor(s) name.
- The parish/school/organization Fifth Third account number including two letter ACRO that identifies specific location.
- The tax identification or social security number associated with current account. Call to keep secure. Mary Jones 513-263-3353.

If donor currently holds **physical certificates**, please collect the following and deliver to Mary Jones for processing.

- Original Physical certificate – **DO NOT** fill in the back of the certificate.
- Letter from donor stating desire to donate shares to specific church or organization.
- Letter from church asking Archdiocese of Cincinnati to facilitate the sale of enclosed certificate.

**Please remember 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.**

**Mutual Funds initiated after December 9<sup>th</sup> cannot be guaranteed to be received at Fifth Third by year-end in order to obtain appropriate tax benefit.**