



ROMAN CATHOLIC DIOCESE OF SPRINGFIELD

To benefit _____

65 ELLIOT STREET
P.O. BOX 1730
SPRINGFIELD, MA 01102-1730

HOW TO MAKE A GIFT OF SECURITIES

Gifts of securities may be made to the Diocese of Springfield, MA. The Diocese of Springfield maintains a brokerage account with Morgan Stanley Smith Barney LLC for the purposes of transferring securities.

IF SECURITIES ARE HELD BY A BROKER

1. Complete the letter of authorization in Part I and submit it to your broker. Your broker can directly transfer your stock to the Diocese's account.
2. Complete and mail/email or fax Part II to:

Finance Office
Jennifer Mallette
Diocese of Springfield
P.O. Box 1730
Springfield, MA 01102-1730
Fax:(413)785-5449
Tel: (413) 452-0672

so that we may begin the process of liquidating the stock and apply the proceeds appropriately.

IF SECURITIES HELD IN CERTIFICATE FORM

Please contact the Diocesan Finance Office for delivery instructions (413) 452-0672.

PART I: Letter of Authorization

Dear _____

Please use this letter as authorization to contribute shares of

_____ from account number _____
(Name of security)

to the account of **the Roman Catholic Bishop of Springfield, a Corporation Sole**

Account #: 785-491166
DTC#: 0015
Contact: Morgan Stanley Smith Barney LLC
Client Advisory Center
680 West 10000 South, Second Floor
South Jordan, UT 84095

TRADE DATE: _____

I understand that the securities will be sold by the Roman Catholic Bishop of Springfield, a Corporation Sole and the proceeds will benefit _____.

My information is as follows:

Full Name _____

Address _____

City, State, Zip _____

Home Phone _____ Work Phone _____

(signature)

(date)

PART II: NOTICE OF STOCK GIFT TO THE Diocese of Springfield,
For the benefit of: _____

Name of individual(s) or entity making the gift: _____

Address. _____

Home Phone No. _____ Work Phone No. _____

Name and quantity of stock being transferred: _____

Value of stock at time of transfer: _____

Date of Transfer: _____

Donor's broker/agent: _____

Please complete and mail/email or fax Part II to us so that we may properly credit and acknowledge your gift.

Finance Office – Jennifer Mallette
Diocese of Springfield
P.O. Box 1730
Springfield, MA 01102-1730

email: j.mallette@diospringfield.org

Tel: (413) 452-0672
Fax: (413) 785-5449

If you have any further questions regarding the transfer of stock or other securities, please contact Michael Ford in the Finance Office at (413) 452-0614, or Jennifer Mallette (413) 452-0672.

Thank you

Special instructions, if any: