

Procedures for Giving Stocks and Securities

1. Please fill out this form in its entirety.
2. Provide a copy of this form to your broker, copies of the attached form should be sent by fax or email to (1) the Diocesan Controller, to alert her to the pending receipt of gift stocks in the Charles Schwab account, and (2) Business Manager of the St. Perpetua so that when funds arrive from the Diocese of Oakland proper allocation of the funds (e.g. to Diocesan Savings) will be expedited. Send the Form to:

Diocese of Oakland
Attn: Helen Giuntoli, Controller
2121 Harrison Street, Suite 100
Oakland, CA 94612
Phone: (510) 267-8358
Fax: (510) 446-7429

St. Perpetua Church
Attn: Katherine Korsak, Business Manager
3454 Hamlin Rd.
Lafayette, CA 94549
(925)283-0272 ext. 207
Fax: (925)283-6534
Email: kkorsak@stperpetua.org

3. It is very important that the form goes to both the Diocese and the Business Manager of St. Perpetua, so that we can track the donation and ensure it gets credited to St. Perpetua Church.
4. Make sure to write on the form on the line “for further credit to” that it is being credited to St. Perpetua Church. Please also make sure to designate on this line what you want the funds to go to. For example, if you want this to go towards your pledge for the Capital Campaign you need to write: “St. Perpetua Church Combined Capital Campaign”. If you want it to go to normal church collection you would write: “St. Perpetua Church Regular Sunday Collections” or any other collection or cause that you want your stock donation to be allocated to.
5. The precise dollar value of a stock gift cannot be determined until the securities are received and sold by the Diocese (the donor, however, assumes a value equal to the market on the date of transfer - See IRS Publication 526 for further details and). We are not tax advisers and cannot offer tax advice. Please ask your tax adviser for further information if needed.
6. Please contact Katherine Korsak with any other questions, (925)283-0272 ext. 207
kkorsak@stperpetua.org

**Diocese of Oakland
Securities Security Donation Form**



Date _____

Donor's Name _____
Donor's Address _____
Donor's City, State, Zip _____
Donor's Phone Number _____
Broker's Name _____
Brokerage Firm Name _____
Broker's Address _____
Broker's City, State, Zip _____
Broker's Phone Number _____

Account Number: _____

Dear _____,

Please transfer _____ shares of _____ stock from my account to DTC 0164 to Charles Schwab account number 7623-1468 for Roman Catholic Bishop of Oakland, a corporation sole, for further credit to: _____
_____. (example: St. Perpetua Church Unrestricted Gift)

For allocations of gifts, please indicate % allocations or if you indicate dollar amounts, be sure to circle which account to apply any surplus or shortfall since the final amount of your contribution will be determined at the time of the actual securities sale.

In the event mutual funds or stock certificates are to be transferred to the account of the Roman Catholic Bishop of Oakland, a corporation sole, the finance office of the Diocese should be contacted before a transfer of ownership is attempted. If there are any questions concerning the handling of securities donations, please contact the Helen Giuntoli, Controller, at (510) 267-8336. Also, you may refer to the St. Perpetua Parish website Giving Pages (click on Gifts of Appreciated Securities) for a comprehensive explanation of the procedures for securities gifts.

Thank you for your assistance.

Sincerely,

(Signature)

(Printed Name)

cc: Helen Giuntoli, Controller, Finance Department, Diocese of Oakland; Fax (510) 839-7545

cc: Katherine Korsak, Business Manager, St. Perpetua Church, Fax (925) 283-6534