

SALE OF STOCK

When receiving stocks or mutual funds as a gift, it is imperative that the parish notify the Finance Office so the funds may be forwarded to the appropriate parish or school.

The sale of stock should occur in one of the three following ways:

If the parishioner holds the securities	Have the parishioner sign the certificate exactly as it appears on the front of the certificate. Send the certificate(s) to Salomon Smith Barney, 200 Meeting Street, Suite 402, Charleston, SC 29401, Attn.: Derrick Sullivan with a letter stating that the securities are a gift to the parish and/or diocese. Please send a copy of the letter and a copy of the certificate to the Finance Office, Diocese of Charleston, 1662 Ingram Road, Charleston, SC 29407.
If the parishioner's securities are held by a bank or brokerage	His/Her broker should transfer the security according to the following instructions: DTC #0418 For further credit to: 435-18433-15-035 Bishop of Charleston FBO (Name of Parish) Also, please have either the parishioner send or the parish mail the Finance Office, Diocese of Charleston, 1662 Ingram Road, Charleston, SC 29407, a letter notifying the diocese of the gift.
If the securities are issued in name of the parish or diocese (We strongly encourage that securities not be issued in the name of the parish or diocese but that the above options be followed.)	Please send the securities by certified mail to the Finance Office so that we can attach a signed corporate resolution and stock power. We will forward the securities to Salomon Smith Barney for processing. Also, please enclose a letter giving the diocese instructions to sell the securities and any other pertinent information concerning the transactions. (Note: Please do not endorse or sign the back of the securities.)

Mutual Funds:

If a parishioner would like to donate shares of a mutual fund, please have him contact John Maybank or Derrick Sullivan at Smith Barney for details on how to complete such a gift as it is a more complicated process. They can be reached at 1-800-727-7701.

