



Please note that submitting this form will not initiate the transfer of securities to the Foundation account.  
The Donor is responsible for initiating the transfer through his/her broker/dealer or online trading platform.

## Catholic Community Foundation of San Diego

### Stock Donation Form

<b><u>Donor Information:</u></b>					
<b>Donor's Name:</b>					
<b>Donor's Address:</b>					
Street:					
Street:					
City:		State		Zip Code:	
<b>Donor's phone number:</b>			<b>(Phone Type)</b>		
<b><u>Information about your donation:</u></b>					
Stock/Security Name:					
Stock/Security Symbol:					
Number shares donated:					
Total estimated value of donation:					
Estimated date of transfer of shares:					
Designation of donation [e.g., Type of Fund (Endowment, Pass-Through Fund), Name of Fund, Purpose, Restricted/Unrestricted] - if more than one, please indicate % to each					

**E-mail your donation form to:** [info@ccfsd.org](mailto:info@ccfsd.org)

**Hard copies may be sent to:** Attn: CCFSD, 4747 Morena Blvd., Ste. 300, San Diego, CA 92117

**Please note the proper account title is as follows: Catholic Community Foundation of San Diego**

Donors will receive an acknowledgment letter from the Catholic Community Foundation within four weeks of transferring their shares to Merrill Lynch.

**For questions on sending your gift:**

Robert Bowles  
 Vice President, Wealth Management Client Associate  
 The Eyer – Corzine – O’Connell Group/Merrill Lynch  
[robert.s.bowles@ml.com](mailto:robert.s.bowles@ml.com)  
 858-673-6761

**For questions on donations:**

Will F. Peterson  
 Executive Director  
 Catholic Community Foundation of San Diego  
[wpeterson@ccfsd.org](mailto:wpeterson@ccfsd.org)  
 858-397-9701

\* For donations after these deadlines, please contact Will F. Peterson at 858-397-9701. Any donations not received by the respective deadlines will be facilitated for calendar year-end to the best of the ability of Merrill Lynch.

# STOCK DONATION INSTRUCTIONS

On behalf of the Catholic Community Foundation of San Diego, thank you for your generosity to charitable causes and for inquiring about our stock donation process.

## Step 1 - Establish Communication Between Your Broker and the Foundation's Broker

Typically, a donor can have their broker contact the Foundation's broker at Merrill Lynch to facilitate the transfer. For security purposes, certain information is omitted from this form and can be acquired from:

### **Merrill Lynch**

The Eyer – Corzine – O'Connell Group

Robert Bowles

Wealth Management Client Associate

Email: robert.s.bowles@ml.com Direct line: 858.673.6761

Fax #: 858-309-4245

The donor's broker can easily transfer the shares into the account titled: **Catholic Community Foundation of San Diego**. The shares will then be sold and the Foundation will notify the donor of the valuation for tax purposes. Additionally, the proceeds from the stock donation will be deposited at the Foundation.

**If you do not have a broker and are processing this transfer on your own through your brokerage firm (i.e. Vanguard, Fidelity, etc.), please use the following transfer instructions:**

**Broker/Receiving Firm:** Merrill Lynch

**Account Title:**

Catholic Community Foundation of San Diego

4747 Morena Blvd., Ste. 300

San Diego, CA 92117

**DTC#:** 8862

## Step 2 - Complete Donation Form

Download and fill out the stock donation form (above). Be sure to enter the percentage designation of the donation where indicated. Please note that submitting this form will not initiate the transfer of securities to the Foundation account. The Donor is responsible for initiating the transfer through his/her broker/dealer or online trading platform.

## Step 3 - Return the Completed Donation Form to the Foundation using one of the methods below:

- Scan and email the completed form to [info@ccfsd.org](mailto:info@ccfsd.org) or [wpeterson@ccfsd.org](mailto:wpeterson@ccfsd.org)
- Or send it using regular mail to:

*Catholic Community Foundation of San Diego*

*4747 Morena Blvd., Ste. 300*

*San Diego, CA 92117*

By providing complete information, the Foundation can better track these gifts and prevent delays in acknowledging the donation. This will also expedite the funds being transferred to the Foundation.

## Please keep the following things in mind when sending in stock donation requests:

- For tax purposes, the value of the securities being donated is based upon the average of the high and the low price of the securities on the date the securities are transferred to the Foundation in accordance with IRS guidelines.
- The longest lead time incurred is usually in transferring the stock from its current broker to the Foundation's designated selling broker. Typically, stock is sold either on the day it is received or on the following business day.
- Donors will receive an acknowledgment letter from the Foundation within four weeks of transferring their shares to Merrill Lynch.
- Deadline for Mutual Funds: **December 1<sup>st</sup>**
- Deadline for Stocks and ETFs: **December 15<sup>th</sup>**
- Any donations not received by the respective deadlines will be facilitated for calendar year-end to the best of the ability of Merrill Lynch.

## Contact Information

Should you have any questions or require further assistance, please contact:

Will F. Peterson, Executive Director

Catholic Community Foundation of San Diego

Email: [wpeterson@ccfsd.org](mailto:wpeterson@ccfsd.org)

Phone: (858) 397-9701