

***DONATING STOCK TO THE***  
***“Living Our Faith, Building Our Community”***  
***CAPITAL CAMPAIGN***

After you have checked with your tax advisor to be sure that this scenario applies to you, here’s how you donate stock to St. Elizabeth Seton. It should take you two phone calls and about 30 minutes of your time.

**Step 1:**

Contact your stockbroker and tell them that you want to make a stock donation to St. Elizabeth Seton Catholic Church. They will need you to provide the following information for one of these accounts:

**Merrill Lynch**

**Contact: Kalyn Maher (760) 930-3124**  
**Acct Name: Roman Catholic Bishop of San Diego**  
**DTC # 5198**  
**Acct # 232-04209**

**Morgan Stanley Smith Barney**

**Contact: Matt Seemann (760) 931-4615**  
**Acct Name: Catholic Diocese of San Diego**  
**DTC # 0015**  
**Acct # 275-020518-124**

St. Elizabeth Seton Catholic Church is considered an entity of the Roman Catholic Bishop of San Diego, a corporation sole. It is for this reason that the stock must be transferred to the Roman Catholic Bishop of San Diego. Your broker will have to perform the transaction and make both St. Elizabeth Seton and the diocese aware of such transaction. When this is completed, the parish will receive the full proceeds of your donation. The diocese does not charge the parish a fee or percentage for assisting with the transaction.

The Diocese of San Diego will provide you with a letter confirming that the shares have been transferred and the price to be used for tax purposes at the time of transfer (for your tax records).

**Step 2:**

Since this account is for the diocese and not St. Elizabeth Seton in particular, you will need to inform the diocese that the donation is for the benefit of the St. Elizabeth Seton Building Fund in Carlsbad. You may keep both the diocese and the parish informed of your transaction by mailing, e-mailing, or faxing the Stock Transfer form on the reverse of this page to both parties. You do not have to wait for your broker’s confirmation letter before proceeding with this step. The diocese cannot do anything until the donor has made the gift and the stock is the diocese’s possession to sell.

If you would like assistance, please contact our Parish Office at (760) 438-3393 or the Diocesan Finance Office at (858) 490-8316 or (858) 490-8277.

**Step 3:**

Complete your pledge card and return it to the Parish Office. We thank you in advance for your generosity.

# STOCK TRANSFER

## ST. ELIZABETH SETON CATHOLIC CHURCH

*"Living Our Faith, Building Our Community"*

### CAPITAL CAMPAIGN

Instructions for the transfer of stock or bond to the St. Elizabeth Seton Catholic Church, an entity of the Roman Catholic Bishop of San Diego, a Corporation Sole. Please return this information to St. Elizabeth Seton and to the diocese as indicated below.

#### **TO:**

Donor's Broker: \_\_\_\_\_

Broker's Telephone: \_\_\_\_\_

Broker's Fax: \_\_\_\_\_

#### **FROM:**

Donor's Name: \_\_\_\_\_

Donor's Address: \_\_\_\_\_

Donor's Telephone: \_\_\_\_\_

Donor's Fax: \_\_\_\_\_

Name of Security: \_\_\_\_\_

Number of Shares: \_\_\_\_\_

Estimated Date of Donation: \_\_\_\_\_

Stock Transferred to  
Diocese of San Diego Broker: \_\_\_\_ Merrill Lynch, or \_\_\_\_ Morgan Stanley Smith Barney  
(Please check one ✓)

Donor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **IMPORTANT**

**Please send a copy of this sheet by mail, e-mail, or fax to the following:**

St. Elizabeth Seton Catholic Church  
Parish Office  
6628 Santa Isabel St.  
Carlsbad, CA 92009  
Phone: (760) 438-3393  
Fax: (760) 438-7739  
E-mail: [parsec-ses@stelizabeth-seton.org](mailto:parsec-ses@stelizabeth-seton.org)

Diocese of San Diego  
Office of Finance  
P.O. Box 85728  
San Diego, CA 92186  
Phone: (858) 490-8282  
Fax: (858) 490-8272  
E-Mail: [gwillis@diocese-sdiego.org](mailto:gwillis@diocese-sdiego.org) , or  
[Imarrojo@diocese-sdiego.org](mailto:Imarrojo@diocese-sdiego.org)