



Roman Catholic Foundation
of
EASTERN MISSOURI

Donor Instructions to Transfer Marketable Securities

1. All securities transfers should be processed through the brokerage account of the Roman Catholic Foundation of Eastern Missouri (Foundation).
2. If you wish to execute a transfer of shares, please complete the **Authorization to Transfer Marketable Securities** form. Some firms have their own form for gifting, so please contact your Financial Institution to verify what requirements they have for processing a Depository Trust Company (DTC) transfer of securities.
3. Please provide the **original signed Authorization to Transfer Marketable Securities** form to **your** Financial Institution **and** provide a copy via mail, fax, or email to the Foundation of Eastern Missouri and Morgan Stanley (please see **Authorization to Transfer Marketable Securities** form for contact information).

**Upon receipt of the marketable securities, the Foundation will execute an order to sell. You will be notified of this transaction with a letter from the Foundation.

Should you require assistance during this process please do not hesitate to contact Pam Hatfield at 316-630-4436 or via email at Pamela.Hatfield@MSGraystone.com.

Roman Catholic Foundation of Eastern Missouri
12 Archbishop May Drive † St. Louis, Missouri 63119
314.918.2890



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EASTERN MISSOURI

Authorization to Transfer Marketable Securities

Section I

Name of security(s) or mutual funds:

Number of Shares

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Section II

Depository Trust Company (DTC) transfer from donor's Financial Institution:

Financial Institution _____

Contact name and phone _____

Name(s) on account _____

Account number _____

DTC Transfer to:

Account Name: Roman Catholic Foundation of Eastern Missouri at Morgan Stanley.

Account Number: 185-012060-002

DTC Number: 0015

Brokerage Firm: Morgan Stanley

If you have questions regarding this transfer, please contact Pam Hatfield at 316-630-4436 or 800-365-4888.

Section III

Donor Information:

Signature/Date

Signature/Date

Print Name

Print Name

Address: _____ Phone _____

(City) (State) (ZIP)

Donor signature(s) must appear exactly as the name or names appear on the account the marketable securities are being transferred from. All account owners must sign.

***Please send original Authorization to Transfer Marketable Securities directly to your brokerage firm.**

***Please send copies to Morgan Stanley & the Roman Catholic Foundation at:**

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