



**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 Roman Catholic 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.

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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](mailto:Pamela.Hatfield@MSGraystone.com).

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

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

**Pam Hatfield**  
Graystone Consulting/Morgan Stanley  
1617 N. Waterfront Parkway, Suite 200  
Wichita, KS 67206  
316-630-4436  
Fax: 316-383-8320  
[Pamela.Hatfield@MSGraystone.com](mailto:Pamela.Hatfield@MSGraystone.com)

**Suann Fields**  
Roman Catholic Foundation of Eastern Missouri  
12 Archbishop May Drive  
St. Louis, MO 63119  
314-918-2894  
Fax: 314-918-2899  
[suann.fields@rcfstl.org](mailto:suann.fields@rcfstl.org)



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Authorization to Transfer Marketable Securities

**Section I**

Name of security(s) or mutual funds:	Number of Shares
1. _____	_____
2. _____	_____
3. _____	_____

**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: 307-052371-068  
DTC Number: 0015  
Brokerage Firm: Morgan Stanley  
TIN: 46-3309222

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

**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.*