



**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 below 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 [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)

Tiffany Hunt  
Roman Catholic Foundation of Eastern Missouri  
12 Archbishop May Drive  
St. Louis, MO 63119  
314.792.7050  
Fax: 314.918.2899  
[tiffany.hunt@rcfstl.org](mailto:tiffany.hunt@rcfstl.org)



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EASTERN MISSOURI

Authorization to Transfer Marketable Securities

**Section I**

Name of securities 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.*