



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.

Should you require assistance during this process, please do not hesitate to contact Pam Hatfield at 316.630.4436 or 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

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



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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.