



**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 Barb Brewer at 316.630.4437 or [barbara.brewer@msggraystone.com](mailto:barbara.brewer@msggraystone.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:

**Barb Brewer**

Graystone Consulting/Morgan Stanley  
1617 N. Waterfront Parkway, Suite 200  
Wichita, KS 67206  
316.630.4437  
Fax: 316.383.8320  
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[scott.welz@rcfstl.org](mailto:scott.welz@rcfstl.org)



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**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 Barbara Brewer at 316.630.4437.

**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.*