



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 Zach Thomas at 913.402.5247 or zach.thomas@msgraystone.com.

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

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

Zach Thomas

Graystone Consulting/Morgan Stanley
1617 N. Waterfront Parkway, Suite 200
Wichita, KS 67206
913.402.5247
zach.thomas@msgraystone.com

John Modder

Roman Catholic Foundation of Eastern Missouri
425 North New Ballas Road, Suite 200
St. Louis, MO 63141
314.918.2894
john.modder@rcfstl.org



Roman Catholic Foundation
of
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 Zach Thomas at 913.402.5247.

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.