



ARCHDIOCESE OF ATLANTA

INSTRUCTIONS FOR MAKING A CHARITABLE GIFT OF SECURITIES

For hand delivery of your gift of securities:

Do not sign your actual certificate(s) until you arrive at the Catholic Center.

The Catholic Center is located at 680 West Peachtree Street, NW, across from the Bell South building. Free temporary parking is available behind the Catholic Center on Spring Street. Please contact Mary Ann Brown of the Finance Office before you come to alert her when to expect you. You may contact Ms. Brown at 404-885-7262 or mbrown@archatl.com.

At the reception desk at the Catholic Center, ask for Mary Ann Brown who will receive your gift of securities. Make sure you inform Ms. Brown what you want your gift used for.

Sign and date your certificates at the Catholic Center. You will receive a receipt for the delivery of the shares (name of owner listed on the shares; number of shares; and the name and class of stock).

You will receive an acknowledgment letter for the gift within 30 days, detailing the receipt of the number of shares, the stock issuer, the date of the gift, and the [tax-deductible] gift value of your stock, i.e., the median value of your stock on the date of transfer.

For the transfer of actual certificates by mail:

Call the Archdiocese of Atlanta first, 404-885-7262, and ask to speak with Mary Ann Brown, to make her aware of your intentions. Please tell her what you want your gift used for.

Do not sign the actual stock certificates.

Mail the actual certificates, by registered mail or express delivery, requesting a signature as proof of delivery. Mail to: Attn: Mary Ann Brown, Archdiocese of Atlanta, 680 W Peachtree St. NW, Atlanta, GA 30308.

In a separate envelope, also by registered mail or express delivery, mail a signed stock power of authority, to transfer ownership of the stock to the Archdiocese.

You will receive an acknowledgment letter/receipt within 30 days, detailing the receipt of the number of shares, the stock issuer, and the date of the gift (for tax purposes).

For electronic transfer via broker or bank:

Have your broker or banker send a letter of instruction to Mary Ann Brown at 680 West Peachtree Street, Atlanta, GA 30308 to make her aware of your intentions, and the financial institution handling your transaction. Please inform Ms. Brown of the intended beneficiary of your gift.

Have your broker or banker call Wadala Jackson at Trust Company Bank (at SunTrust Bank) at 404-813-2189 to notify her of the pending transfer. Be sure that your broker notifies Ms. Jackson of the intended beneficiary of the gift.

For transfer of DTC eligible assets:

DTC account number is: 2971
FFC to account number 1114530 Donoghue Temp Clearing

For transfer of non-DTC eligible assets or checks, mutual funds, limited partnership and bearer bonds:

TRUSTMAN (except checks)
Trust Company Bank, Account number 1114530
P.O. Box 4655
Atlanta, GA 30302
Tax identification number: 58-6078728
Attention: Wadala Jackson

For cash balance wire transfers:

Trust Company Bank of Atlanta
ABA number: 061 000 104
Account number: 8892170730
Personal trust wire clearing center 007
FFC to account number: 1114530
Account name: Donoghue Temp Clearing
Attention: Wadala Jackson

For book entry assets:

TRUST ATL/TRUST
ABA number: 061 000 104
Sub account number: 3
FFC to account number: 1114530
Attention: Wadala Jackson

An acknowledgment letter/receipt for the value of the gift will be sent to the donor from the Archdiocese within 30 days.