

Instructions for Donating Stocks & Mutual Funds

TO THE DIOCESE OF OWENSBORO, PARISHES, CATHOLIC SCHOOLS AND ITS MINISTRIES

Thank you for your support to the Diocese of Owensboro, a parish, school or agency. Gift of stock may be made via electronic transfer with **Baird**. We use a single brokerage account to streamline the process, keep gift processing expenses low and ensure an IRS approved acknowledgment. In order to process your contribution in a timely and efficient manner, please follow the outlined process for publicly traded securities such as stock and mutual funds and cash through your brokerage account.

If you have any questions, please contact the Development Office Valeria Vessels at 270-852-8348 office, or valeria.vessels@pastoral.org.

Step 1: Initiate the Transfer With Your Broker

It is important that you contact your financial institution to request their required procedures and forms and provide them with the delivery instructions found below. Please ask that they include your name on all deliveries.

Our Brokerage Firm:

Baird - The O'Bryan, Hawley, Taylor Group

Larry O'Bryan (270)297-xxxx

DTC Clearing: # xxxx

Our Account Number: 4255-xxxx

Our Account Name: Roman Catholic Diocese of Owensboro

Our Address: 600 Locust Street, Owensboro, KY 42301

Note: Some financial institutions and mutual fund companies require the use of their own form or an additional letter of instruction. If you are transferring mutual funds, please check with your broker to see if the funds are transferable. If they are not transferable, please contact Larry O'Bryan at The O'Bryan, Hawley, Taylor Group 270-297-3510 for further assistance.

Step 2: Notify the Development Office About Your Transfer – Very Important

Knowing the details of your gift allows us to apply the funds to your intended purpose. Notify us of this information by completing the attached form. If using the on-line form, the attachment can be disregarding.

Completed form, making the Diocese aware of your gift and designation instructions can be sent as follows:

MAIL TO

Diocese of Owensboro

ATTN: Valeria Vessels

Director of Development

600 Locust Street, Owensboro, KY 42301

OR

EMAIL

valeria.vessels@pastoral.org

Note: If we do not receive proper notification of a gift, it will be placed into general fund at the Roman Catholic Diocese of Owensboro until identified.

Step 3: Confirm Your Transfer

Transfers must be initiated by your financial advisor or broker. Please confirm with your broker or advisor that your gift has been transferred from your account to the Diocese account and that the Diocese has been informed. Once received, it usually takes 5-7 business days for your transfer to be liquidated, settled and posted. It is at this time that we move the funds to the designated ministry, make them aware of the transfer and process a tax acknowledgment for your gift.

Diocese of Owensboro

Development Office

600 Locust Street • Owensboro, KY
42301

owensborodiocese.org



Valeria Vessels

Director of Development

270-852-8348

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