



**Revised: July 1, 2013**

**INSTRUCTIONS  
FOR MAKING A CHARITABLE GIFT OF SECURITIES**

**For electronic transfer via broker or bank:**

You or your broker or banker should send a letter/email to Mary Ann Brown at 2401 Lake Park Drive, SE Smyrna, Ga. 30080-8862; (mbrown@archatl.com; 404-920-7407) to make her aware of the impending transfer. Include your name, your parish, the name of the security being transferred, the number of shares, the financial institution handling your transaction, and the intended beneficiary of your gift, (e.g., your parish, Archbishop's annual Appeal, Catholic Charities, etc.). You or your broker or banker should contact Beverly Glenn at SunTrust Banks, Inc. at 404-724-3556 to notify her of the pending transfer. Be sure Ms. Glenn is aware of the intended beneficiary of the gift. The tax identification number for the Archdiocese is: 58-0677170.

**For transfer of DTC eligible assets:**

Participant #2039  
FFC SunTrust Bank a/c 11188  
Account Number: 1114530

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

SunTrust Banks, Inc.  
Free Movement, Mail Coded 3132  
15<sup>th</sup> Floor, Suite 1520  
303 Peachtree St., NE  
Atlanta, GA 30308  
Attention: Beverly Glenn

**Fed Items:**

FED: ABA #042000013  
US Bank NA/1050  
Account 001050985490  
FFC SunTrust Bank a/c 11188  
Account number: 1114530  
Account name: Archdiocese Gift Clearing