

Gifts of Stock should be handled in either of these two methods:

### **Certificate in Hand**

If you, as the Donor, hold the stock certificate(s), you need to do the following:

- Endorse the certificate over to the Roman Catholic Bishop of Louisville, **St. James Church—Louisville #089**
- Sign the Certificate
- Deliver signed certificate to the parish office.

### **If a Stockbroker is holding the certificate**

You, as the Donor, need to do the following:

- Complete an Authorization of Stock Transfer Form (enclosed)
- Send a copy of the form to the stockbroker, the parish office and the Archdiocese of Louisville – Chief Financial Officer at P. O. Box 1073, Louisville, KY 40201.

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Once the stock certificate has been transferred to the Archdiocese, the stock will be sold and the proceeds directed to the parish.

Stock is a non-cash contribution and will be listed in your (the Donor) records as a Stock Donation, # of shares, etc. You should consult with your tax advisor as to the deductible amount as we cannot set a value on the donation.