*Please note that submitting this form will not initiate the transfer of securities to the Foundation account.*

*****The Donor is responsible for initiating the transfer through his/her broker/dealer or online trading platform.*

**Catholic Community Foundation of San Diego**

**Stock Donation Form**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Donor Information:** | | | | | | | | | | | |
|  | **Donor's Name:** | | Click here to enter text. | | | | | | | | |
|  | **Donor's Address:** | | | | | | | | | | |
|  | Street: | Click here to enter text. | | | | | | | | | |
|  | Street: | Click here to enter text. | | | | | | | | | |
|  | City: | Click here to enter text. | | | | State: | Click here to enter text. | | Zip Code: | Click here to enter text. | |
|  | **Donor's phone number:** | | | Click here to enter text. | | | | **(Phone Type)** | | | Choose an item. |
| **Information about your donation**: | | | | | | | | | | | |
|  | Stock/Security Name: | | | Click here to enter text. | | | | | | | |
|  | Stock/Security Symbol: | | | Click here to enter text. | | | | | | | |
|  | Number shares donated: | | | Click here to enter text. | | | | | | | |
|  | Total estimated value of donation: | | | | Click here to enter text. | | | | | | |
|  | Estimated date of transfer of shares: | | | | Click here to enter a date. | | | | | | |
|  | Designation of donation [e.g., Type of Fund (Endowment, Pass-Through Fund), Name of Fund, Purpose, Restricted/Unrestricted] - if more than one, please indicate % to each | | | | | | | | | | |
|  | Click here to enter text. | | | | | | | | | | |
|  | Click here to enter text. | | | | | | | | | | |

**E-mail your donation form to:** [thomasina.sanchez.@ml.com](mailto:thomasina.sanchez.@ml.com) and [stockdonations@ccfsd.org](about:blank)

**Hard copies may be sent to:**  Attn: CCFSD, 4747 Morena Blvd., Ste. 300, San Diego, CA 92117

**Please note the proper account title is as follows: Catholic Community Foundation of San Diego**

Donors will receive an acknowledgment letter from the Catholic Community Foundation within four weeks of transferring their shares to Merrill Lynch.

**For questions on sending your gift: For questions on donations:**

Thomasina Sanchez Manny Rubio,

The Such Group/Merrill Lynch CEO

1000 Aviara Parkway, Suite 200, Carlsbad, CA 92011 Catholic Community Foundation of San Diego

[thomasina.sanchez.@ml.com](mailto:thomasina.sanchez.@ml.com) mrubio@ccfsd.org

760-930-3122 858-397-9701

\* For donations after these deadlines, please contact Manny Rubio at 858-397-9701. Any donations not received by the respective deadlines will be facilitated for calendar year-end to the best of the ability of Merrill Lynch.

STOCK DONATION INSTRUCTIONS

On behalf of the Catholic Community Foundation of San Diego, thank you for your generosity to charitable causes and for inquiring about our stock donation process.

**Step 1 - Establish Communication Between Your Broker and the Foundation's Broker**

Typically, a donor can have their broker contact the Foundation’s broker at Merrill Lynch to facilitate the transfer. For security purposes, certain information is omitted from this form and can be acquired from:

**Merrill Lynch**

Shawna Such

Email: Shawna\_such@ml.com

Direct line: 760-930-3116

**Merrill Lynch**

Thomasina Sanchez

Registered Client Associate

Phone: 760-930-3122

Email: [thomasina.sanchez.@ml.com](mailto:thomasina.sanchez.@ml.com)

The donor’s broker can easily transfer the shares into the account titled: **Catholic Community Foundation of San Diego**. The shares will then be sold and the Foundation will notify the donor of the valuation for tax purposes. Additionally, the proceeds from the stock donation will be deposited at the Foundation.

**If you do not have a broker and are processing this transfer on your own through your brokerage firm (i.e. Vanguard, Fidelity, etc.), please use the following transfer instructions:**

**Broker/Receiving Firm:** Merrill Lynch

**Account Title:**

Catholic Community Foundation of San Diego

4747 Morena Blvd., Ste. 300

San Diego, CA 92117

**Account#**: 232-02157

**DTC#**: 8862

**Step 2 - Complete Donation Form**

Download and fill out the stock donation form (above). Be sure to enter the percentage designation of the donation where indicated. Please note that submitting this form will not initiate the transfer of securities to the Foundation account. The Donor is responsible for initiating the transfer through his/her broker/dealer or online trading platform.

**Step 3 - Return the Completed Donation Form to the Foundation using one of the method below:**

• Scan and email the completed form to [StockDonations@ccfsd.org](about:blank) or [rdouglas@ccfsd.org](about:blank)

• Or send it using regular mail to:

*Catholic Community Foundation of San Diego  
4747 Morena Blvd., Ste. 300*

*San Diego, CA 92117*

By providing complete information, the Foundation can better track these gifts and prevent delays in acknowledging the donation. This will also expedite the funds being transferred to the Foundation.

**Please keep the following things in mind when sending in stock donation requests:**

* For tax purposes, the value of the securities being donated is based upon the average of the high and the low price of the securities on the date the securities are transferred to the Foundation in accordance with IRS guidelines.
* The longest lead time incurred is usually in transferring the stock from its current broker to the Foundation’s designated selling broker. Typically, stock is sold either on the day it is received or on the following business day.
* Donors will receive an acknowledgment letter from the Foundation within four weeks of transferring their shares to Merrill Lynch.
* Deadline for Mutual Funds: **December 1st**
* Deadline for Stocks and ETFs: **December 15th**
* Any donations not received by the respective deadlines will be facilitated for calendar year-end to the best of the ability of Merrill Lynch.

**Contact Information**

Should you have any questions or require further assistance, please contact:

Manny Rubio,

Catholic Community Foundation of San Diego

Email: mrubio@ccfsd.org

Phone: (858) 397-9701