



ROMAN CATHOLIC DIOCESE OF SPRINGFIELD
65 ELLIOT STREET
P.O. BOX 1730
SPRINGFIELD, MA 01102-1730

HOW TO MAKE A GIFT FOR SECURITIES

Gifts of securities may be made to the Diocese of Springfield, MA. The Diocese of Springfield maintains a brokerage account with Morgan Stanley Smith Barney for the purposes of transferring securities.

IF SECURITIES ARE HELD BY A BROKER

1. Complete the letter of authorization in Part I and submit it to your broker. Your broker can directly transfer your stock to the Diocesan's account.
2. Complete and mail or fax Part II to the Finance Office, Diocese of Springfield, PO Box 1730, Springfield MA 01102-1730, FAX: (413) 785-5449, so that we may properly acknowledge and credit your gift.

IF SECURITIES HELD IN CERTIFICATE FORM

1. Please contact the Diocese's receiving broker for delivery instructions:

Client Advisory Center
Morgan Stanley Smith Barney LLC
Telephone: (877) 357-0888

2. Complete and mail or fax Part II to the Diocesan Finance Office so that we may properly acknowledge and credit your gift.

Finance Office
Diocese of Springfield
P.O. Box 1730
Springfield, MA 01102-1730
Tel: (413) 452-0693

PART I: *Letter of Authorization*

Dear _____

Please use this letter as authorization to contribute shares of

_____ from account number to
(Name of security)

the account of the Diocese of Springfield to benefit the Diocese of Springfield

Account #: 41P-0407D-18 FLS

DTC#: 0418

Contact: **Morgan Stanley Smith Barney LLC**

Client Advisory Center

111 Wall Street – 3rd Floor

New York, NY 10005

I understand that the securities will be sold by the Diocese and that the proceeds will benefit the Diocese of Springfield.

My information is as follows:

Full Name _____

Address _____

City, State, Zip _____

Home Phone _____ Work Phone _____

(signature)

(date)

PART II: *Notice of Stock Gift to the Diocese of Springfield*

Name of individual(s) or entity making the gift: _____

Address. _____

Home Phone No. _____ Work Phone No. _____

Name and quantity of stock being transferred: _____

Value of stock at time of transfer: _____

Donor's broker/agent: _____

Please complete and mail or fax Part II to us so that we may properly credit and acknowledge your gift.

Finance Office
Diocese of Springfield
P.O. Box 1730
Springfield, MA 01102-1730

Tel: (413) 452-0693
Fax: (413) 785-5449

If you have any further questions regarding the transfer of stock or other securities, please contact William LaBroad in the Finance Office at (413) 452-0687.

Thank you