



ROMAN CATHOLIC DIOCESE OF SPRINGFIELD
To benefit POPE FRANCIS HIGH SCHOOL
65 ELLIOT STREET
P.O. BOX 1730
SPRINGFIELD, MA 01102-1730

HOW TO MAKE A GIFT OF SECURITIES

Gifts of securities may be made to **Pope Francis High School** via the Diocese of Springfield. The Diocese of Springfield maintains a brokerage account with Morgan Stanley 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 Diocese's account.
2. Complete and mail/email or fax Part II to:

Finance Office
Diocese of Springfield
P.O. Box 1730
Springfield, MA 01102-1730
Fax: (413) 785-5449
Tel: (413) 452-0693

so that we may begin the process of liquidating the stock and remit the proceeds to Pope Francis High School.

IF SECURITIES HELD IN CERTIFICATE FORM

Please contact the Diocesan Finance Office for delivery instructions (413) 452-0693.

PART I: Letter of Authorization

Dear _____

Please use this letter as authorization to contribute shares of

_____ from account number _____
(Name of security)

to the account of **the Roman Catholic Bishop of Springfield, a Corporation Sole**

Account #: 785-491166

DTC#: 0015

Contact: Morgan Stanley Smith Barney LLC
Client Advisory Center
680 West 10000 South, Second Floor
South Jordan, UT 84095

TRADE DATE: _____

I understand that the securities will be sold by the Roman Catholic Bishop of Springfield, a Corporation Sole and that the proceeds will benefit **POPE FRANCIS HIGH SCHOOL.**

My information is as follows:

Full Name _____

Address _____

City, State, Zip _____

Phone _____

(signature)

(date)

PART II: NOTICE OF STOCK GIFT TO POPE FRANCIS HIGH SCHOOL (via the Diocese of Springfield):

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

Address: _____

Phone No. _____

Name and quantity of stock being transferred: _____

Value of stock at time of transfer: _____

Date of Transfer: _____

Donor's broker/agent: _____

Please complete and mail/email or fax Part II to us so that we may properly credit and acknowledge your gift to Pope Francis High School.

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

email: c.dimarzio@diospringfield.org

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, or Colleen DiMarzio-Richards at (413) 452-0693.

Thank you

Special instructions or further restrictions, if any: