

Memo

FROM: Linda Domeyer - Director of Development
RE: Stock Donations to the Catholic Student Center at Washington University

There are two ways to transfer stock to the Catholic Student Center at Washington University:

1. Direct electronic transfer
2. By certificate

To transfer electronically:

Write a letter instructing your broker to transfer a determined number of shares of the named stock to the *Newman Center at Washington University* (please assure that “Washington University” is stated after Newman Center). Instruct the contributing brokerage firm or financial institution where the stock is held to call Smith, Moore & Company, our brokerage firm at 314-421-5225, Ms. Donna Frederick, extension #280. The account it should be transferred into is 10129054-DTC number is 494. The exact name on the account is Archdiocese of St. Louis.

If you would like to designate your gift to a specific need, such as the capital campaign, please specify that in your letter. You can mail or fax a copy of this letter directly to the Archdiocesan Finance Office.

Archdiocese of St. Louis Finance Office
Attn: Pat Griffaw
#20 Archbishop May Drive
St. Louis, MO 63119
Fax: 314.961.4613

Please contact Linda Domeyer (314-935-9191 x202) at the Catholic Student Center after you have initiated the transaction to verify that the stock has been received by the Newman Center. This is especially essential if you are making the transfer near the end of the year. The transfer will be dated on the day the stock changes account, not the day the letter is written.

To transfer stock by certificate:

Sign and date the back of the certificate. You can mail or drop off the certificate to:

Archdiocese of St. Louis Finance Office
Attn: Pat Griffaw
#20 Archbishop May Drive
St. Louis, MO 63119