



STOCK AND MUTUAL FUND GIFT LETTER OF INTENT

Please complete this form for ALL STOCK or MUTUAL FUND gifts.
For further assistance, please contact Kelsey Shooter (843) 261-0468 or kshooter@charlestdiocese.org

Please email this completed form to kshooter@charlestdiocese.org

Securities to be transferred (Please Print):

Name(s):	
Mailing Address:	
Email Address:	Telephone:
Sending Institution:	Date gift to be initiated:
Security:	No. of shares:
Security:	No. of shares:
Instructions for split shares (if applicable): Please attach a separate sheet if needed.	

To be credited to the Catholic Community Foundation of South Carolina for:

Bicentennial Capital Campaign

Bishop's Annual Appeal

Catholic Charities of South Carolina

Catholic Community Foundation of South Carolina

Diocese of Charleston

Other _____

Parish Name/City:
Gift Instructions/Restrictions:

Donor Signature(s): _____

Instructions for your stockbroker:

Diocesan Broker: Comerica Bank
DTC #: 2108
Code: 40
Account Name: Catholic Community Foundation of South Carolina
Account Number: 1055077038

Please note:

- Comerica Bank cannot process fractional shares. Please specify the securities to be donated in whole numbers.
- The Diocese is unable to accept physical stock certificates for donation.
- If securities are going to be transferred via Computershare, please contact Kelsey Shooter for additional instructions.

MUTUAL FUNDS DONATION PROCEDURE:

Please see page 2 or contact
assettransfersmail@comerica.com



Mutual Fund Transfer and Delivery Instructions

ACCOUNT NAME: Catholic Community Foundation of South Carolina

ACCOUNT NUMBER: 1055077038

DTC Eligible Securities (NON-ACAT):

Deliver as follows:

DTC #2108 Comerica Bank **Code 40**

Trust Account No: (ComTRAC account number)

Trust Account Name: (ComTRAC account name)

Federal Reserve Bank (NON-ACAT)

Deliver as follows:

ABA #111000753

Comerica Bank/1050

Trust Account No: (ComTRAC account number)

Trust Account Name: (ComTRAC account name)

Open-end Mutual Funds:

ACAT Eligible Firms – Deliver to NSCC Participant #5962.

***Non-ACAT Transfer** – Please contact the Asset Transfer Group for mutual fund instructions by sending an email to:
assettransfersmail@comerica.com.

Physical Settlement:

Comerica Bank
Attn: Receipt Coordinator, Mail Code 3404
411 W. Lafayette
Detroit, MI 48226
Tel: (313) 222-3370

Foreign Securities:

Delivery instructions vary depending on the country and security type. Please contact the Global Transfer Department at globalprocessing@comerica.com for specific instructions.

Cash Transfers:

By Wire:

Comerica Bank

ABA #: **111000753 or 072000096 (TX or MI ABA number can be used)**

Tel: **313-222-5817**

Credit: **Master Trust GL**

Account # **2158598546**

***Further Credit to Trust Account Number:** (ComTRAC account number)

***Further Credit to Trust Account Name:** (ComTRAC account name)

By Check:

Comerica Bank

Attn: (person at Comerica receiving check)

PO Box 75000

Detroit, MI 48275-(4 Digit Mail Code)

Cost Basis Transfer Statements:

Via CBRS: DTC#2108

Via Email: assettransfersmail@comerica.com

Via Fax: 313-222-7117/Attn: Cost Basis

Via US Mail: Comerica Bank

Attn: Cost Basis, Mail Code 3404

411 W. Lafayette

Detroit, MI 48226