



MATER DEI HIGH SCHOOL

Enter to Learn, Go Forth to Serve

Instructions for Donating Stock and Mutual Funds to Mater Dei High School

Thank you for your support of Mater Dei High School. A single brokerage account through the Diocese of Evansville helps us to streamline the process, keep gift processing expenses low, and ensure an IRS-approved acknowledgment. To process your contribution in a timely and efficient manner, please follow the outlined process for publicly traded securities such as stock and mutual funds and cash through your brokerage account.

If you have any questions, please contact Mallory Hertel at the Office of Institutional Advancement at Mater Dei High School (mhertel@evdio.org or 812-421-5727, Ext. 405).

STEP 1: INITIATE THE TRANSFER WITH YOUR BROKER

It is important you contact your financial institution to request their required procedures and forms and provide them with the delivery instructions found below. **Please ask that they include your name** on all deliveries.

Deliver all DTC Eligible Securities to:

Baird Private Wealth Management

DTC Number: #0547

Account Name: Mater Dei H.S.

Account Number: 7871-8809

Note: Some financial institutions and mutual fund companies require the use of their own form or an additional letter of instruction. If you are transferring mutual funds, please check with your broker to see if the funds are transferable. If they are not transferable, please contact The Hollander Group at Baird at 812-426-1481 for further assistance.

STEP 2: NOTIFY MATER DEI OF YOUR TRANSFER

Mail the completed form, making Mater Dei aware of your gift, and designation instructions can be sent as follows:

Include your name, stock name, number of shares, dates they will be transferred, and where to apply the donation (Annual Fund, Capital Campaign, towards a pledge, etc.).

Mail to:
Deacon Dan Niemeier
1300 Harmony Way
Evansville, IN 47720

Email:
dtniemeier@evdio.org

Note: If Mater Dei does not receive proper notification of a gift, it will be placed into a general fund until identified.

STEP 3: CONFIRM YOUR TRANSFER

Transfers must be initiated by your financial advisor or broker. Please confirm with your broker or advisor that your gift has been transferred from your account to the Baird account and that Mater Dei has been informed. Once received, it usually takes 5-7 business days for your transfer to be liquidated, settled, and posted. It is at this time that Baird Private Wealth Management will move the funds designated to Mater Dei, make Mater Dei aware of the transfer, and process a tax acknowledgment for your gift.



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LETTER OF AUTHORIZATION

Please accept this letter as my authorization to irrevocably designate the funds/property received to Mater Dei High School as stated below.

Donor Contact Information

Donor Name(s): _____ Phone Number(s): _____

Donor Address: _____

Donor Email Address: _____

Purpose of the Funds

The funds/property are for the benefit of the following ministry. Please provide additional sheets as needed.

☐ My gift is to a school or agency – **MATER DEI HIGH SCHOOL**

☐ General Contribution (unrestricted)

☐ Restricted School/Agency Contribution – please provide further detail: _____

☐ Other _____

Broker/Fund Details

Delivering Broker/Institution Name: _____ Phone Number: _____

Contact Person within Brokerage Firm: _____

Anticipated Date of Transfer: _____

Name of Security	Symbol	Number of Shares	Approximate Value

Please initiate the transfer based on the number of shares and not the dollar value since security values may fluctuate.

SIGNATURES

This is my/our written authorization to irrevocably transfer ownership of the assets specified in this form to Mater Dei High School. I understand that any contribution, once accepted, represents an irrevocable contribution to Mater Dei High School and is not refundable to me for any reason.

Donor Full Name (Please Print)

Donor Signature

Date