

**AUTHORIZATION LETTER FOR
STOCK DONATIONS**



For all gifts of stock, the donor is required to send the following letter of authorization to Bishop Hartley High School and to the Diocesan Finance Office. In your letter, please state the name and number of shares of stock you wish to give, Bishop Hartley High School (by name) as the beneficiary and the purpose of donation (e.g., annual fund donation, building fund campaign, named scholarship, etc.). Provide your full name, address, and phone number. Please include the name of your brokerage firm. This will help us complete your transaction fully.

Date _____

The Diocese of Columbus
198 E. Broad Street
Columbus, Ohio 43215

RE: Stock Donation

Dear Bishop Campbell,

Please accept this letter as your authorization to receive _____ shares of _____ stock into account 362-067749 at Morgan Stanley in the name of The Bishop of the Roman Catholic Diocese of Columbus, a corporation sole, FBO Diocese of Columbus for the purpose of _____

Please credit my gift to Bishop Hartley High School. This transfer is being made without valuable consideration and I hereby agree to hold you harmless in this matter.

Sincerely,

Donor Name (Print)

Donor Signature

Joint Donor Name (Print)

Joint Donor Signature

Donor Address

Donor Phone Number

Donor's Brokerage Firm

Please send copies of this authorization to:

**The Diocese of Columbus
Finance Office, Stock Donation
198 E. Broad Street
Columbus, Ohio 43215**

**Bishop Hartley High School
Attn: Tiffiney Hatem
1285 Zettler Road
Columbus, Ohio 43227**