

**AUTHORIZATION LETTER OF INTENT
FOR STOCK DONATIONS**

For all gifts of stock, the donor is required to send the following letter of authorization to the parish and to the Diocesan Finance Office. In your letter, please state the name and number of shares of stock you wish to give, the name of the parish you wish to receive credit and the purpose of donation (e.g., parish donation, offertory donation, building fund campaign, Bishop's Annual Appeal, 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
197 E. Gay Street
Columbus, Ohio 43215

RE: Stock Donation

Dear Bishop Fernandes,

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 _____ (e.g., BAA, parish donation, offertory, building fund, etc.).

Please credit my gift to _____ parish. 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 a copy of this authorization to: Bishop Hartley High School
1285 Zettler Road
Columbus, OH 43227**