

HOW TO HANDLE GIFTS OF STOCK

When someone wishes to give a gift of stock please refer him or her to *Sherrie Davis at Allegiant Institutional Services in Cleveland, Ohio. Sherrie will provide instructions for the transfer. Sherrie's direct dial phone number is 216-222-9549. Her toll-free number is 1-877-622-5479, extension 229549 and her e-mail is sherrie.davis@allegiantgroup.com.*

Allegiant/Sherrie will need to know:

*The stock is a gift to be processed through the **Roman** Catholic Diocese of Lexington, **Kentucky** account*

The stock should be sold immediately and a check for the net proceeds issued to the Catholic Diocese of Lexington, Attention Debbie Swisher, Controller.

The name of the donor and the broker

The name of the stock and the number of shares

Who or what the donation is for (Example: Annual Appeal, New School, Parish, etc.)

*NOTE: After you have contacted **Allegiant Asset Management Group** or when you know a donor is contacting **Allegiant**, please contact Debbie Swisher at the Catholic Center. (859-253-1993 Ext. 267 or dswisher@cdlex.org) Let her know to expect the stock, the type of stock and number of shares and the location that should receive the gift.*

*A check will be issued from the Diocese to the appropriate entity the first Friday after the proceeds are received from **Allegiant**. The Diocese will also forward the donor gift amount (the value of the stock on the date it was received) to the entity for the individual's tax purposes.*

If the stock to be gifted is held electronically, please instruct your broker or the custodian of the shares to deliver the gift to:

Depository Trust Company

National City Bank DTC Participant #2316

*For credit to: Roman Catholic Diocese of Lexington, Kentucky
Custody account # 4039K012003*