



LETTER OF TRANSFER
Contribution of Securities

This form is to assist Catholic Charities donors to instruct their broker to transfer securities as a donation to Catholic Charities of Santa Clara County (Fed. Tax ID #94-2762269).

Step One: Fax or mail your completed form to your broker.

Step Two: Fax, mail, or e-mail your completed form to Catholic Charities to ensure that you receive proper acknowledgement for your contribution and tax reporting.

- Email: rwhiteside@CatholicCharitiesSCC.org
- Fax: 408.944.0275 – Attention: Rob Whiteside, Donor Relations Manager
- Mail: Catholic Charities, 2625 Zanker Road, San Jose, CA95134

Date: _____ Donor Name: _____

To: _____

Broker's Name

Brokerage House

Address

City, State, Zip Code

Broker's Telephone: _____ Broker's Fax: _____

Re: My Account # _____

Name of Securities: _____

Number of shares: _____ Estimated \$ value: _____

Please accept this letter as your authorization to deliver the securities from my account, referenced above, to the account of Catholic Charities, as follows:

**Merrill Lynch
DTC # 5198**

**Attn: Terry Byrnes
(408) 260-6033**

Catholic Charities Account # 233-04321

Grantor's Signature

PRINT name

Daytime Phone Number

Grantor's Signature (if joint account)

Address

City

State

Zip Code