



RCDA

OFFICE of STEWARDSHIP &
DEVELOPMENT

INSTRUCTIONS FOR THE DELIVERY OF STOCK FOR DONATIONS TO THE ROMAN CATHOLIC DIOCESE OF ALBANY

DELIVERY THROUGH A BROKERAGE ACCOUNT:

DTC# - 8862

Account # - 808-04115

Account name – The Roman Catholic Diocese of Albany, New York

DELIVERY OF ACTUAL CERTIFICATES:

To coordinate your transfer please contact:

Merrill Lynch

Ms. Jennifer Nolan

(518) 462-8330 (telephone) | (518) 618-3177 (fax)

30 South Pearl Street, Albany, New York 12207

IN ALL INSTANCES:

Indicate the parish, school or agency that is to receive the proceeds from the sale of stock. Remember to specify the location of the parish, school or agency and indicate the charitable purpose of the donation. **EXAMPLE:** *The proceeds of this sale should benefit St. John the Baptist Roman Catholic Church (AGENCY), located in Schenectady, New York (LOCATION), and fulfills my Diocesan Appeal pledge (PURPOSE).*

If there is no designation for either the Diocesan agency to benefit or the charitable purpose that is served by the sale, then the transfer may not proceed.

ROMAN CATHOLIC DIOCESE
OF ALBANY
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(518) 453-6680