

# CHRIST CHURCH CATHEDRAL

## *Procedures for the Donation of Securities*

### **I. If stock is held by your broker:**

- A. Write a letter to your broker authorizing them to gift shares through DTC to the following. Please specify the purpose of the gift in your letter (**General Contribution, EMC 2018 pledge, Endowment Fund, The Beacon, etc..**)

DTC# 0725  
Raymond James & Associates, Inc.  
Account # 13109643  
Account Name- Christ Church Cathedral – **Prepaid Fund**

- B. For gifts to the **Sowing the Seed Capital Campaign**, please use the following account information.

DTC# 0725  
Raymond James & Associates, Inc.  
Account # 13093977  
Account Name- Christ Church Cathedral – **Capital Campaign**

- C. Send a copy of your letter to:

Christ Church Cathedral  
Attn: Peggy Beltrami, Financial Administrator  
1117 Texas Ave  
Houston, TX 77002

AND

Raymond James & Associates Inc.  
One Allen Center  
Attn: Kathleen Taylor  
500 Dallas Street  
Suite 3400  
Houston, Texas 77002

### **II. If you have your stock certificate and are delivering it to the Cathedral:**

- A. Write a letter to Christ Church Cathedral specifying the purpose of the gift (e.g. against your pledge, endowment fund, etc.)
- B. Sign the certificate on the back but do not fill in the other blank lines.
- C. If you are mailing the certificate you will need to sign a stock power instead of signing the back of the certificate. You will need to put the stock power in a separate envelope.

D. Deliver the certificate and letter to:

Christ Church Cathedral  
Attn: Peggy Beltrami, Financial Administrator  
1117 Texas Avenue  
Houston, Texas 77002

**III. If you have your stock certificate and are delivering it to Kathleen Turner:**

- A. Write a letter to Christ Church Cathedral specifying the purpose of the gift (e.g. against your pledge, endowment fund, etc.)
- B. Sign the certificate on the back but do not fill in the other blank lines.
- C. If you are mailing the certificate you will need to sign a stock power instead of signing the back of the certificate. You will need to put the stock power in a separate envelope.
- D. Send the letter to the Cathedral.
- E. Deliver the certificate and a copy of your letter to:

Raymond James & Associates Inc.  
One Allen Center  
Attn: Kathleen Taylor  
500 Dallas Street  
Suite 3400  
Houston, Texas 77002