

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 2020 pledge, EMC 2021 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 Taylor:

- 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