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 2017 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