

# 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