



ST. PAUL'S  
EPISCOPAL CHURCH

## Steps for Completing Gifts of Stock

### ***If the stock is in a brokerage or trust account:***

Instruct your stockholder in writing to have the gifted stock transferred to the St. Paul's Episcopal Church account with the brokerage firm listed below:

Goldman Sachs & Co. LLC (DTC Number #0005)  
125 High Street 20<sup>th</sup> Floor  
Boston, MA 02110

St. Paul's Episcopal Church Tax ID # **34-0714744**  
St. Paul's Goldman Sachs Account Number - **#054304522**

When directing your stockbroker to make a gift to the church, you must include the Goldman Sachs DTC number, as well as St. Paul's account number. If you make a transfer between brokerage firms, the donor's name may be omitted from the transfer information because of the privacy act. As a result, the receiving brokerage company may not be able to determine the donor's name. Therefore, if you make a stock gift, please notify St. Paul's Director of Operations, Pam O'Halloran ([pohalloran@stpauls-church.org](mailto:pohalloran@stpauls-church.org) or 216-932-5815) or Brenda Burton, controller ([bburton@stpauls-church.org](mailto:bburton@stpauls-church.org)) that you are making a transfer.

You will receive an acknowledgement letter for the gift detailing the number of shares, the date of the transfer, and the estimated value of the gift.

### ***If the stock is in the form of a stock certificate in your name:***

For Transfer of Actual Certificates by Mail:

- Mail the actual certificate by registered mail, requesting a signature as proof of delivery
- In a separate envelope, also by registered mail, mail a signed stock power of authority, to transfer ownership of the stock to St. Paul's Episcopal Church. Include a signed, guaranteed gift letter stating the number of shares, the stock issuer and the date of the gift.