



Stock Gift Instructions as of 12/5/2022

**Tax ID# 73-1635264**

Thank you for your interest in Episcopal Relief & Development. In order for us to process your gift properly, please fill out this form and return it to:

**Episcopal Relief & Development**  
**815 Second Ave 7<sup>th</sup> Fl**  
**New York, NY 10017**  
**Attention: Xerxes Eclipse**  
**212.518.0540**  
**Fax 212.687.5302**  
[xeclipse@episcopalrelief.org](mailto:xeclipse@episcopalrelief.org)

Today's date: \_\_\_\_\_

1) Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Broker Name (if applicable): \_\_\_\_\_

Broker telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of stock: \_\_\_\_\_ Number of shares: \_\_\_\_\_

Gift Designation: \_\_\_\_\_ Intended date of gift: \_\_\_\_\_

2) To transfer the stock, have your broker contact Episcopal Relief & Development's broker at:

**U.S. Bank**  
**50 S 16<sup>th</sup> St, 20<sup>th</sup> Fl**  
**Philadelphia, PA 19102**  
**DTC: 2803**  
**Acct: 001051004500**  
**Contact: Kyle Hench**  
**E: [kyle.hench@usbank.com](mailto:kyle.hench@usbank.com)**  
**P: 215.761.9340**  
**F: 866.977.1595**

**Note:** If you are sending actual certificates, they should be accompanied by a stock power letter, and sent to Episcopal Relief & Development using a courier service that can provide a tracking number.

***\*It is important to provide the above information to Episcopal Relief & Development prior to a stock transfer. The stock wiring message does not include donor information, and Episcopal Relief & Development will be unable to properly credit your gift. We appreciate your assistance in this matter.***



**How to mail a security certificate:**

If you are sending an actual security certificate, include an original letter, signed by you or your broker, giving Episcopal Relief & Development permission to transfer the ownership of certificates.

Before mailing the actual certificate(s), be sure to sign each one exactly as your name appears on the document. Make sure to have a Signature Guarantee to endorse the transfer by asking your bank to stamp a medallion signature certification ensuring the authenticity of your signature.

The certificate(s) must be accompanied by a stock power letter (one for each certificate) giving Episcopal Relief & Development ownership of the certificate. Please mail a copy of the original letter, which gives Episcopal Relief & Development permission to transfer the certificate, along with the certificate and stock power letter.

Next, mail the certificate(s) along with stock power letter(s) and original letter to the address below.

**Note:** *If you are sending actual certificates, they should be accompanied by a stock power letter, and sent to Episcopal Relief & Development using a courier service that can provide a tracking number.*

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