

Roman Catholic Diocese of Ogdensburg

Stock & Bond Gifting Instructions

1. **Electronic Stock & Bond Gifts:** This is the best way to gift stock or bonds to the Diocese or diocesan institution.

SEI Private Trust Co.

DTC Participant # 2039

For Further Credit to: Diocese Of Ogdensburg Account #001361 & specify parish or other diocesan institution

Please have your financial institution send an e-mail to NBT Bank representative Stacy Smith at ssmith@nbtbank.com notifying her of your stock or bond gift and the number of shares or value.

2. **If An Actual Stock or Bond Certificate Is Gifted & In The Name Of The Donor:**

- **Please do not sign or complete any of the information on the back of the Stock or Bond certificate(s)**
- The donor must execute and sign one **Stock or Bond Assignment** for each company that is being gifted (even if there is more than one certificate for each company). Signature requires a Signature Medallion guarantee which can be secured at a bank or trust company.
- Complete the form except please leave blank the last paragraph where you are asked to appoint attorney.
- Mail the **Stock or Bond Assignment** to NBT using the address below.
- In a separate envelope, send the certificate(s) to NBT using the address below.

3. **If Stock Or Bond Is In The Name Of The Parish:**

- A written corporate resolution authorizing the sale of the stock/bond must be prepared and signed by authorized parish personnel. The seal of the parish should be attached to the resolution. The signature on the resolution must be different than the signature of the individual executing the **Stock or Bond Assignment**.
- An individual with the authority to sign on behalf of the parish executes the **Stock or Bond Assignment**. The signor's Signature Medallion must be guaranteed at a bank or trust company.
- Mail the completed resolution – except please leave blank the appointed attorney in the last paragraph - and the **Stock or Bond Assignment** to NBT at the address indicated below.
- In a separate envelope, send the stock(s) or bond(s) itself to NBT's address below.

Mailing address

NBT Bank – Trust Division

52 South Broad Street

Norwich, NY 13815

Attn: Alice French

*Please include a note with your name and telephone number and identify that you are gifting the stock/bond to the Diocese of Ogdensburg or a diocesan institution for deposit to account # **001361**.*

SEI Private Trust Delivery Instructions

DTC Clearing Number:	SEI Private Trust Company DTCC Participant # 2039
ACAT Eligibility	ACAT Participant # 2039
Dividend Reinvestment:	Issue a certificate or set-up DRS (if eligible) for whole shares. Please liquidate all fractional shares and stop dividend reinvestment
For all cash, money markets and liquidations: *SEI will not accept money markets and/or cash reserve funds in-kind. If applicable, please liquidate and send as cash.	Liquidation Checks: SEI Private Trust Company PO Box 8500-7776 Philadelphia, PA, 19178-7776 Make Checks Payable to: SEI Private Trust Company FFC: SEI A/C # FBO: Client Name Funds Can Be Wired To: Wachovia Bank NA 130 South Juniper St. Philadelphia, PA 19109 ABA: 031201467 CR: 2000018342460 FFC: SEI A/C # FBO: Client Name
Mutual Fund Transfers:	See attached mutual fund instructions. If no instructions attached, please Contact SEI Private Trust Company ACATS Department/Hillside 2 Team Line: 610-676-4415, Fax 610-676-2115, e-mail stcassetmovement@seic.com * SEI will not accept money markets and/or cash reserve funds in-kind. If applicable, please liquidate and send as cash.
Partial Transfers:	SEI Private Trust Company is authorized to accept PTDs sent via the ACAT system for all mutual funds, equities and cash.
Physical Securities & Bear Issues:	Overnight Mailing: Attention: SPTC Special Activities Group One Freedom Valley Drive Hillside 2 Oaks, PA 19456
Federal Reserve Bank Book Entry (Securities Only):	ABA: 031976161 FRB Name: SEI Private Tr. Co. Third Party: 1050 Further Party Info (or Free Text): SEI A/C #/Name
Foreign Assets:	Please Contact SEI Private Trust Company to setup delivery. Global Department Team Line: 610-676-8789
Options Deliveries:	* DO NOT ACCEPT
Limited Partnerships:	* DO NOT ACCEPT

***ALL DELIVERIES MUST INCLUDE THE CLIENT'S NAME AND SEI PRIVATE TRUST COMPANY ACCOUNT NUMBER.**

STOCK OR BOND

ASSIGNMENT SEPARATE FROM SECURITY

NBT Bank, N. A.

Member FDIC

FOR VALUE RECEIVED, the undersigned does (do) hereby sell, assign and transfer to

TURNER AND COMPANY
C/O NBT BANK NA, TRUST DEPT
52 SOUTH BROAD ST
NORWICH NY 13815

Social Security or Tax Identifying Number
15-6014206

**IF STOCK,
COMPLETE
THIS
PORTION**

_____ shares of the _____ stock of _____

represented by certificate(s) No(s), _____ inclusive
standing in the name of the undersigned on the books of said company.

**IF BONDS
COMPLETE
THIS
PORTION**

_____ bonds of the _____

in principal amount of \$ _____, No(s), _____ inclusive.
standing in the name of the undersigned on the books of said company.

The undersigned does (do) hereby irrevocably constitute and appoint _____
(please leave space blank)
attorney to transfer said stock (s) or bonds(s) as the case may be on the books of said company, with full
power of substitution in the premises.

Dated _____

IMPORTANT - READ CAREFULLY

The signature(s) to this Power must correspond with the name(s) as written upon the face of the certificate(s) or bond(s) in every particular without alteration or enlargement or any change whatever. Signature guarantee should be made by a member or member organization of the New York Stock Exchange having signature on file with transfer agents or by a commercial bank or trust company having its principal office or correspondent in the City of New York.

Signed _____

Signed _____

MEDALLION
SIGNATURE
GUARANTEED }
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