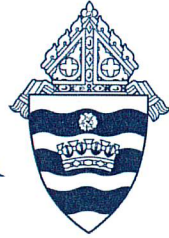


THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



**INSTRUCTIONS
FOR MAKING A CHARITABLE GIFT OF SECURITIES**

Updated April 12, 2023

For electronic transfer via broker or bank:

You or your broker or banker should send a letter/email to the following individual at the Archdiocese aware of the impending transfer:

Attn: Tracy Zelczak
Archdiocese of Atlanta
2401 Lake Park Drive, SE
Smyrna, Ga. 30080-8862

Tracy Zelczak: tzelczak@archatl.com, 404-920-7606

The correspondence to the Archdiocese should include the following information:

1. Your name
2. Your parish
3. Name of the security being transferred
4. number of shares
5. Name of the financial institution handling your transaction
6. The intended beneficiary of your gift (e.g., your parish, Archbishop's Annual Appeal, Catholic Charities, etc.)

You or your broker or banker should also contact Truist Bank to notify them of the pending transfer and the intended beneficiary of the gift:

- Beverly Glenn, Truist Bank, Gift Administrator, 404-724-3556
TruistBankGiftClearing@Truist.com
- Dawn Keevill-Carey, Truist Bank, Gift Administrator (Alternate), 404-588-8296
TruistBankGiftClearing@Truist.com

The tax identification number for the Archdiocese is: 83-3544215

For hand delivery of your gift of securities:

Do not sign your actual certificate(s) until you arrive at the Catholic Center.

The Catholic Center is located at 2401 Lake Park Drive, SE, Smyrna, Ga. 30080-8862. Please contact Tracy Zelczak from the Office of Stewardship before you come to alert her when to expect you. You may contact Ms. Zelczak at 404-920-7606 or tzelczak@archatl.com

At the Catholic Center's reception desk, ask for Tracy Zelczak who will receive your gift of securities. Make sure you inform Ms. Zelczak where you want your gift to be allocated. Sign and date your certificates at the Catholic Center in the presence of Ms. Zelczak. You will receive a