

receipt for the delivery of the shares (name of owner listed on the shares; number of shares; and the name and class of stock).

You will receive an acknowledgment letter for the gift within 30 days, detailing the receipt of the number of shares, the stock issuer, and the date of the gift.

For the transfer of actual certificates by mail:

Call the Archdiocese of Atlanta first, 404-920-7606, and ask to speak with Tracy Zelczak, to make her aware of your intentions. Please tell her how you want your gift to be allocated. **Do not sign the actual stock certificates.** Mail the actual certificates, by registered mail or express delivery, requesting a signature as proof of delivery. Mail to:

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

In a separate envelope, also by registered mail or express delivery, mail a signed stock power of authority, to transfer ownership of the stock to the Archdiocese.

You will receive an acknowledgment letter/receipt within 30 days, detailing the receipt of the number of shares, the stock issuer, and the date of the gift (for tax purposes).

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