

**Catholic Diocese of Richmond**  
**Stock Donation Instructions**  
Updated May 2021

Donations can be made to the Diocese or any of its parishes, schools, or other related parties by following the process listed below.

1. Donors using stock should inform Amanda Glass, [aglass@richmonddiocese.org](mailto:aglass@richmonddiocese.org) or (804) 622-5122, of the pending gift.
2. Donors should complete our Stock Donation Form and send the form to their broker. The form contains the information below for the transfer to be completed through the Depository Trust Company clearing house (DTC). The following information should be provided to DTC:
  - a. Pershing DTC number – 0443
  - b. Account Name – Catholic Diocese of Richmond #2 Account
  - c. Account Number – DA4001446
  - d. Donor's Name
  - e. Any designations related to the donation (i.e. Parish or school name, LOM, etc.)
3. Once this information has been provided to DTC, the stock can be transferred and the Diocese will be notified of the donation.
4. Once the cash is received by the Diocese, the funds will be forwarded on to the designated recipient.
5. Donors will receive acknowledgement letters and tax letters from the Diocese.

Any questions regarding this process can be directed to Amanda Glass at (804) 622-5122.