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.

   The Northern Trust Company DTC
   Participant #: 2669
   Custodian Account #: 1746316
   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 Alec Haviland at Alec.Haviland@nbtbank.com notifying him 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
     Attn: Barbara Fuller
     52 S. Broad Street
     Norwich, NY 13815

   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.

4. ***Mutual Fund Gift:***

   Please contact Alec Haviland at Alec.Haviland@nbtbank.com for appropriate fund delivery information as this information is different from the information provided above for stock and bond gifts.

Customer Account Transfer Form

NBT | WEALTH MANAGEMENT

DELIVERY INSTRUCTIONS

DEPOSITORY TRUST COMPANY (DTC) *for DTC Eligible securities*

Agent Bank Name:	The Northern Trust Company
Agent Bank Participant Number:	2669
Agent Bank Number:	20290
Institutional Number at DTC:	26725
Our Custodian Account Number:	17-46316
Our Account Name at Northern:	First State Trust Company fbo NBT
Interested Party Account Number **(NBT Internal Account #)**	Use NBT Trust Number

FEDERAL RESERVE BANK (FED) *for FED book entry*

NORTHERN CHGO/03

Or NORTHERN/TRUST

ABA #071000152

Northern Account# 17-46316

Gifts

Agent Bank Name:	The Northern Trust Company
Agent Bank Participant Number:	2669
Our Custodian Account Number:	1746316
Our Account Name at Northern:	First State Trust Co. FBO NBT FFC Name of Account receiving gift

*Gifts of Mutual Funds - contact NBT Wealth for delivery instructions to Matrix & fund account numbers

Incoming Wires

ABA Routing Number: 021303618

Bank Information:

NBT Bank, N.A.

52 South Broad Street

Norwich, NY 13815

Account Number: 39386899

FFC: Trust Department /Receiving account#

Checks

NBT Wealth Management

Attn: TSS

52 South Broad Street

Norwich, NY 13815

(Include client name and receiving trust account number)