

**Instructions for Stock Transfer to DIT, for Immediate Sale with Proceeds Mailed to:  
St. Peters Church – Freehold, NJ  
(Last updated: November 23, 2022)**

St Peters is using the Diocese Investment Trust (DIT) to receive stock and bond transfers which can be applied to both operating and capital funds as donations. Here are the steps to follow for donation of stock or bonds to St. Peter's Church. Please note these procedures do not apply to the donation of mutual funds. For any questions on this process, please contact Theresa De Furia ([bookkeeper@stpetersfreehold.org](mailto:bookkeeper@stpetersfreehold.org)).

As an estimate, you should expect the funds from the sale of your stock or bond donation to be received by St Peters in five to seven business days from the date of the stock transfer.

**Step 1: The Donor notifies the following people at least one day in advance that you intend to make a stock or bond transfer.**

Send an email to the Diocese Controller, Tanya Rainey ([trainey@diocesesofnj.org](mailto:trainey@diocesesofnj.org)), and copy CPA, Eli Mudrick ([Eli.Mudrick@Glenmede.com](mailto:Eli.Mudrick@Glenmede.com)), Diocese CFO, Gary Kamath ([gkamath@dioceseofnj.org](mailto:gkamath@dioceseofnj.org)), Diocese Staff Accountant, Ramez Beshay ([finance@dioceseofnj.org](mailto:finance@dioceseofnj.org)), as well as the St Peters Office Administrator, Theresa De Furia ([bookkeeper@stpetersfreehold.org](mailto:bookkeeper@stpetersfreehold.org)),  
The e-mail should contain:

- The name and address of the Donor(s)
- The name and contact information for the Donor's broker or custodian. Include the broker's DTC# if available.
- The name and ticker symbol (CUSIP) of the stock or bond you are transferring to DIT
- The number of shares being transferred
- The expected date of the transfer.
- Instructions and intended use for the stocks or bonds. Examples:
  - "Sell all shares and apply all proceeds to St. Peters operating account as part of my current year pledge fulfillment" or
  - "Sell all shares and apply all proceeds towards my current St. Peters Building Crossroads pledge"

**Step 2: The Donor initiates the stock or bond transfer through their broker**

In addition to the information in Step1, you will need to provide your broker or custodian these details for "delivery of stock to the Receiving Firm and Account Name listed below, with the intent for immediate sale and proceeds sent to St. Peters Church, 33 Throckmorton Street, Freehold, NJ 07728".

Receiving Brokerage Firm:  
Glenmede Trust Company, N.A.  
1650 Market Street, Suite 1200, Philadelphia, PA 19103  
Institutional ID #12286  
Agent Bank #12286

DTC #2139

Account Name: Diocesan Investment Trust Gift IA

Account # 2572-01

**Step 3: The Donor notifies the same contacts in Step 1 when the transfer has been executed by their broker or custodian.**

**Step 4: The Diocese Controller confirms with Eli Mudrick (Glenmede) the stock has been liquidated and the transfer has been made to St. Peter's.**

**Step 5: The Diocese Controller informs the Donor and the St Peters Bookkeeper when the stocks or bonds have been sold and initiates the funds transfer to St. Peters, by check via standard mail. The check should indicate the donor's name and intended use for the donation in Step 1.**

**Step 6 (Final): The St. Peters Bookkeeper notified the Donor when the funds are received by St Peters via e-mail. The donation will also be recorded in regularly scheduled Statements of Giving to the Donor.**

Contact information for any questions on the DIT:

Tanya Flood  
Controller  
Episcopal Diocese of New Jersey  
808 West State Street  
Trenton, NJ 08618  
Phone: 609-394-5281 x 20  
Cellphone: 609-456-8137  
Fax: 609-394-9546

### To help in Step 1 and Step 2: Donor's sample letter to their broker

Most stock brokerages will have a Letter of Authorization form for Charitable Gift Transfers. In addition to filling that out with information above for the Receiving Institution, we suggest that you fill in the letter below and send that along to your broker at the same time as when you send the Letter of Authorization form for Charitable Gift Transfers.

Thank you for your donation to St. Peters. Please contact me if you have any questions or suggestions to these procedures: Theresa De Furia (bookkeeper@stpetersfreehold.org).

\_\_\_ month \_\_ date, \_\_\_ year

**Subject: Transfer shares for donation to charitable organization**

**To: My broker, \_\_\_\_\_ (e.g. Charles Schwab and Co.) \_\_\_\_\_**

If possible, please pass along these instructions to the Glenmede Trust Co. as you execute the attached Charitable Gift Transfer request that we initiated today after market close.

**To: Receiving institution, The Glenmere Trust Company, Contact: Eli Mudrick**

This transfer is directed to the account to the Episcopal Diocese Investment Trust, which you manage, for the purposes of a charitable donation to a church in the Diocese.

My request is that you sell all shares upon receipt and mail all proceeds by checks to St. Peter's Church, 33 Throckmorton Street, Freehold, N.J. 07728. Please contact Tanya Rainey at the Diocese if needed to initiate this sale request. If unavailable, please contact Phyllis Jones.

If possible, please send two checks:

- Check#1 for \$\_\_\_\_\_ to be deposited by St. Peters for the Building Crossroads capital project account to fulfill our full pledge.
- Check #2 for the remaining balance, to be deposited by St. Peters for my pledge towards the Operating funds account.

If you cannot send two checks: by .cc, I am requesting that the St. Peters Bookkeeper, Theresa De Furia, apportion the amounts to deposit per account as instructed above.

Thank you all for your help on this.

Sincerely,

\_\_\_\_\_ your name, address, phone #.,

\_\_\_\_\_ signature. (two signatures if you have a joint account ).

.cc

Theresa De Furia, Bookkeeper, St. Peter's Church, [bookkeeper@stpetersfreehold.org](mailto:bookkeeper@stpetersfreehold.org)

Tanya Rainey, Controller, Diocese of New Jersey, [trainey@dioceseofnj.org](mailto:trainey@dioceseofnj.org)

Gary Kamath, CFO, Diocese of New Jersey, [gkamath@dioceseofnj.org](mailto:gkamath@dioceseofnj.org)

Ramez Beshay, Staff Accountant, Diocese of New Jersey, [finance@dioceseofnj.org](mailto:finance@dioceseofnj.org),

Eli Mudrick, Diocese Investment Trust (DIT) Advisor, [Eli.Mudrick@Glenmede.com](mailto:Eli.Mudrick@Glenmede.com)