



## ST. PAUL'S MONASTERY

Mission Advancement Office  
2675 Benet Road  
St. Paul, MN 55109-4808

### **Electronic Transfer of Stock/Securities to St. Paul's Monastery**

1. **Before instructing your broker to make an electronic transfer of stock or securities**, please notify St. Paul's Monastery, either by email or by phone:
  - Travis Salisbury, Director of Mission Advancement ([tsalisbury@stpaulsmonastery.org](mailto:tsalisbury@stpaulsmonastery.org) or 612-325-9830).
  - Rose Quast, Accounting Manager ([rquast@stpaulsmonastery.org](mailto:rquast@stpaulsmonastery.org) or 651-209-9020).

When notifying St. Paul's Monastery of the transfer of stock/securities, please include:

- The name of the stock, with call letters if you know them.
- The number of shares or estimated amount you intend for the donation.
- Designation of gift toward greatest need or specific need or ministry.

**Advance Notice to the Monastery:** The Monastery needs to know in advance details of the anticipated electronic transfer to give proper credit to the donor of stock. The donor is not identified on the DTC electronic transfer received by the Monastery's broker, RBC Wealth Management. The Monastery needs to know the donor's identity before the electronic transfer is made by the originating broker in order to credit the donor for the value of the donation.

Upon receipt of the information of the stock transfer, the Monastery will inform its broker, RBC Wealth Management, to watch for the transfer of your stock gift, and to notify the Monastery of its completion or question.

2. **Next Step:** Donor should contact and give their broker the following information:
  - Have broker make the transfer of the stock to RBC Wealth Management (RBC) Stock Transfers
  - Contact and inform Wendy Skarnes at RBC (612-371-7897, [wendy.skarnes@rbc.com](mailto:wendy.skarnes@rbc.com))
  - Instruct broker of RBC Wealth Management's DTC: #0235
  - Instruct broker of transfer to St. Paul's Monastery Account #317-56264
3. **For donor's or broker's question or need for information** contact Rose Quast or Travis Salisbury.
4. **Value of Stock Donation:** The gift value of the donated stock or securities is determined on the date the stock is received by the Monastery's broker, RBC Wealth Management (not date order placed by the donor or donor's broker).
  - According to the IRS, the gift value of appreciated stock is the mean value between the high and the low price of the sock on the close of the exchange market the stock trades on the date the stock is received by RBC
  - The donor of stock will be notified within 24-48 hours after the completion of the transfer by St. Paul's Monastery to confirm that the stock transfer, this gift value and other important details and questions of interest to the donor.
5. **That in all things God may be glorified!** The Benedictine Sisters of St. Paul's Monastery give special gratitude to donors for their extraordinary generosity in making donations of stock or appreciated securities to St. Paul's Monastery (2675 Benet Road, St Paul, MN 55109-4808).



**GuideStar Profile (EIN #41-0724050)**  
<https://www.guidestar.org/profile/41-0724050>

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