

TRINITY EPISCOPAL CHURCH

Procedure for Donations of Publicly Traded Securities

Dated May 2019

Instructions for Donors:

Thank you for your gift to Trinity Episcopal Church!

Please use the following steps to make a donation of publicly traded securities to Trinity:

1. Please email the Treasurer (Liz Miller, email address: ebamill@gmail.com) and the Finance Assistant (Vickie Randel, email address: finance@trinitylawrence.org) to let them know that a gift of publicly traded securities is being made. Please tell Liz and Vickie the issuer name for the security being donated, the approximate market value of the securities, and the expected timeframe for the transfer of the securities.
2. Please use the attached delivery instructions for Fifth Third Bank, which is the agent for Central National Bank in Lawrence, when you instruct the custodian of your securities to make the transfer.

Instructions for Trinity Treasurer and Staff:

1. The Treasurer will notify Joe Karnes, Vice President and Trust Officer at Central National Bank, that a gift of securities is expected, including the timeframe, the issuer name for the securities, and the approximate market value of the securities. (Joe's email address is joek@centralnational.com.)
2. When the securities are received, Mr. Karnes will email a "Central National Bank Wealth Management and Trust Services Division Directional Sheet", which has been completed with the number of shares or par amount, and the issuer name or ticker for the securities which have been received. The Directional Sheet will direct Central National Bank to sell the securities and transfer the net cash proceeds to Trinity's Operating checking account.
3. The Treasurer will sign and date the Directional Sheet and email it back to Mr. Karnes.
4. Central National Bank will sell the securities, and the net cash proceeds will be deposited into Trinity's Operating checking account upon settlement of the sale trade.
5. The Treasurer and the Finance Assistant will monitor the Operating checking account for the receipt of the net sale proceeds. The Finance Assistant will complete the appropriate accounting entries and ensure that the donor receives credit for the donation in their giving record.

Attachment: Fifth Third Bank Delivery Instructions

Fifth Third Bank Securities Delivery Instructions

DTC Eligible Securities

Participant number: 2116
FFC A/C #: 010034471959
A/C Name: CENTBANK & COMPANY
Agent Bank #: 10016
Institutional ID #: 15069

GNMA's and Federal Reserve Eligible Securities

ABA # 042000314/Fifth Cin/1050
FFC A/C #: 010034471959
A/C Name: CENTBANK & COMPANY

Repurchase Agreements

ABA # 042000314/Fifth Cin/1040
FFC A/C #: 010034471959
A/C Name: CENTBANK & COMPANY

Physical Certificate delivery to Fifth Third Bank

Fifth Third Bank
5050 Kingsley Drive
Attn: Account Representative: Kim Turner
Ref: A/C # and Name 010034471959, CENTBANK & COMPANY
Mail Drop: 1MOB2J
Cincinnati, OH 45263

Global Physical Certificates to The Bank of New York

The Bank of New York
One Wall Street – 3rd Floor
Window A
New York, NY 10286
A/C # 135500, FFC: Fifth Third Bank
FFC A/C # 010034471959
A/C Name: CENTBANK & COMPANY

Euroclear

Euroclear # 97816
A/C Bank of New York
FFC A/C # 135500
A/C Name: Fifth Third Bank

Federal Reserve Wire Transfer

Fifth Third Bank N.A.
ABA # 042000314
A/C # 71575856
FFC A/C # 010034471959
A/C Name: CENTBANK & COMPANY