



November 2021

Pastors, Administrators, Principals, Business Managers and Development Directors!

With the calendar year-end approaching, parishioners may be starting to do tax planning. For this reason, we wanted to remind you about the process for accepting donations of securities.

Please encourage donors to use the Authorization Form you can find available online at the Archdiocese website under [the Office of Mission Advancement “Ways to Give”](#). A sample letter to IRA RMG gift instructions is also available here.

Any shares intended as a tax deduction for 2021 should be initiated well before the Christmas holidays. We cannot guarantee that stock transactions received close to the Christmas and New Years’ holidays will be transferred to an Archdiocesan account before December 31st, as this time is extremely busy for brokerage firms. Holiday or inclement weather closures may also cause further delays. Many brokerage firms may also have an allowance for processing transfers from the date transfer instructions are received.

Please review the information available on the ARCHDIOCESE OF PORTLAND web sites and feel free to make copies for those parishioners who inquire about making a stock donation to the parish or school. We encourage the use of Archdiocesan brokerage accounts already established for receipt of “wire transfer” gifts as this will enable the gift to be transferred and liquidated quickly. Many brokerage firms have also created Charitable Giving “Donor Advised Fund Accounts” that make distributions to charities even simpler! For more insight see <https://www.schwab.com/resource-center/insights/content/are-you-making-most-your-charitable-donations>.

Please be assured that donations made for the benefit of a parish or school are not subject to any processing fees by the Archdiocese. All proceeds from the sales are passed along to the entity/fund designated by the donor.

If you, or a donor, have any questions regarding donations of stock or the status of a sale, please feel free to contact Katherine Stupey in the Financial Services Department at (503) 233-8392 or kstupey@archdpdx.org.

Sincerely,

Jo Willhite, MBA
Chief Administrative Officer