Stock Gift Instructions for Donor

This form is to help you in facilitating your stock gift to Santa Clara University. We will need the following information in order to process the stock gift. The stock gift should be made out to Santa Clara University. When you have completed this form, you may either fax it to Laura Milobar at (408) 554-4957, or e-mail it to LMilobar@scu.edu.

For more information call Laura Milobar at (408) 554-6976.

Date _____

Donor Name _____

Address _____

Daytime Phone _____

Type of Stock _____ Number of shares _____
(i.e., common, preferred)

Designation of the gift: _____

Is the gifted stock restricted ? If so, list the date of original acquisition _____

Verify restricted stock:

- ☐ Valued at less than $10,000 **and** less than 500 shares **and** was acquired at least two years ago.
- ☐ Valued at $10,000 or more **or** more than 500 shares **and** acquired at least one year ago.
- ☐ ***If restricted stock gift does not meet the above requirements the Vice President for Administration and Finance (or their designee) and the Vice President of University Relations (or their designee) should be consulted to determine if the University can accept the stock.***

How stock is to be transferred:
_____ In person - certificate
_____ Mail - certificate with stock power mailed separately
_____ Through your stockbroker (book entry transfer)

If the gift is to book entry transferred by your broker, we need to know:

Stock brokerage firm _____

Stock broker's name/phone number _____

Stock to be transferred to SCU through your broker to:

___ an SCU account at the same brokerage firm (contact Laura Milobar to determine if SCU has an account with your brokerage firm

___ SCU's brokerage account at Portsmouth Financial Services with Dennis Collins
DTC# 0443
ACCOUNT : 6PH-120189
Main Phone 415-543-8500
Fax Number 415-764-1064