

## How to Make a Gift of Stock to Santa Clara University

There are three ways in which you can make a gift of stock to Santa Clara University:

1. **Electronic Transfer (most common method).** Fax or send a letter to your brokerage account manager and instruct them to make a direct electronic transfer from your account directly into Santa Clara University's brokerage account. Information they will need:

Mr. Dennis Collins	800-827-9258 (in California)
Portsmouth Financial Services	925-988-8660
1990 N. California Blvd. Suite 330	925-988-8628 (fax)
Walnut Creek, CA 94596	

DTC number for electronic transfer:	0443
Santa Clara University's account number:	6PH-120189
Santa Clara's Tax ID number:	94-1156617

2. **Stock Certificate registered in donor's name.**

### *Delivered in Person to Santa Clara University.*

- a) Donor prepares a gift letter addressed to Santa Clara University stating that the stock certificate is a gift to Santa Clara. This letter must be signed by all legal owners named on the certificate.
- b) All legal owners must date and sign the release on the back of the certificate exactly as the name(s) is/are listed on the face of the certificate.
- c) Deliver the gift letter and certificate to Santa Clara University.

### *Mailed to Santa Clara University.*

- a) Donor prepares a gift letter addressed to Santa Clara University stating that the stock certificate is a gift to Santa Clara. This letter must be signed by all legal owners named on the certificate.
- b) All legal owners must date and sign a stock power form and obtain signature guarantee (can be obtained at your broker's office or some banks). It must be signed exactly as the name(s) is/are listed on the face of the certificate.
- c) Mail the gift letter and stock power form in one envelope to Santa Clara University.
- d) Mail the stock certificates in a *separate* envelope to Santa Clara University.

3. **Certificate prepared specifically in Santa Clara University's name.**

Have your stock transfer agent complete a stock certificate directly in Santa Clara University's name and send to Santa Clara University.

**It is very helpful if you also provide a copy of the instruction letter to Santa Clara University's Development Office so we know your gift has been made and we can also properly acknowledge your gift with tax documentation.**

**Thank you. All correspondence and questions should be addressed to:**

Laura Milobar	(408) 554-6976
Santa Clara University	(408) 554-4957 (FAX)
Development Office/Operations	lmilobar@scu.edu
500 El Camino Real	
Santa Clara, CA 95053-1400	

**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](mailto: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