

GIFT OF STOCK

DONATION INSTRUCTIONS & FORM



Thank you for making a stock gift to Santa Clara! The University greatly values the generosity of alumni and friends, which sustains and enhances our academic programs, campus facilities, and many ongoing outreach initiatives in the community.

To ensure that your gift is quickly and accurately processed, please complete this form and return it to the attention of Laura Milobar by fax or email.

SCU Stock Gift Manager

Name: Laura Milobar

Telephone: (408)554-6976

Fax: (408)554-6842

Email: LMilobar@scu.edu

When preparing to transfer your stock gift, please remember to make it out to "Santa Clara University."

DONOR INFORMATION

Date: _____

Donor Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Email: _____

STOCK GIFT INFORMATION

Type of Stock: _____ (i.e., common, preferred) # of Shares: _____

Designation of Gift: _____

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

STOCK GIFT INFORMATION (CONTINUED)

Restricted Stock Gifts: If your stock is restricted, please check the appropriate box:

My stock is valued at less than \$10,000 and fewer than 500 shares and was acquired at least two years ago;

My stock is valued at \$10,000 or more or greater than 500 shares and acquired at least one year ago;

My restricted stock gift does not meet the above requirements. In this case, Santa Clara University's Vice President of 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.

STOCK TRANSFER METHOD

In person (certificate)

Mail (certificate with stock power mailed separately)

Through your stock broker (book entry transfer)

BROKER TRANSFER INSTRUCTIONS

If the gift is to be book entry transferred by your broker, please provide the following information:

Stock brokerage firm: _____

Stock broker's name: _____

Stock broker's phone number: _____

Santa Clara University can receive brokerage transfers in two ways. We have our primary brokerage account at Portsmouth Financial Services with Dennis Collins, which is equipped to receive stock gifts. Alternatively, we are happy to determine if SCU has an account with your brokerage company.

Please check your preferred brokerage transfer method:

SCU account at your brokerage firm (contact Laura Milobar to determine feasibility)

SCU's brokerage account at Portsmouth Financial Services with Dennis Collins (information below)

SCU's Portsmouth Account Information

DTC# 0443

ACCOUNT: 6PH-120189

PHONE: 415-543-8500 FAX: 415-764-1064