

## **OPTIONS FOR GIVING STOCK TO THE UNIVERSITY OF SAN FRANCISCO**

### ***ELECTRONIC TRANSFER TO OUR UBS FINANCIAL SERVICES ACCOUNT***

This is the most efficient and preferred method for making gifts of stock to USF. Transfer shares through Depository Trust Company into the University of San Francisco (USF) account at UBS Financial Services in Menlo Park. Our DTC number is 221 and our account number is KP-33598-60. The account representative is Helene Butler, (650) 289-7053.

Most large banking or brokerage establishments manage the high volume of securities under their management through an electronic transfer process. Instead of keeping the stock certificates physically on the premises, they deliver them to Depository Trust Company – a clearing house of sorts for securities transaction. Then, when a client wishes to make a stock gift, the stock is transferred electronically from the DTC account at the client's bank directly to USF's DTC account at UBS. No physical exchange takes place. This is by far the fastest and most efficient form of transfer.

**It is very important in a DTC transfer to notify the USF Planned Giving Officer that the shares are being transmitted.** The Planned Giving Officer will then notify our broker that the transfer is coming and from whom. If we do not know a transfer is being made, the shares transmitted to the USF account may be held in escrow until the donor is identified.

### ***TRANSFER SHARES TO OUR CHARLES SCHWAB ACCOUNT***

If you have a Charles Schwab account, you may ask your broker to transfer shares directly into USF's Schwab account using the information provided below.

### ***TRANSFER SHARES INTO THE NAME OF USF***

It can take up to two months to get this done because your broker must return the certificates to the issuing corporation so they can be re-registered in USF's name. The turnaround time on this process can be very slow. However, once USF requests the stocks be sold, your broker will get the commission on the transaction.

### ***IF THE SECURITIES ARE IN YOUR POSSESSION***

In this case, transfer instructions are different from those outlined above. First, you need a blank stock power for each certificate contributed; USF can provide you with stock power forms. Send the *unendorsed* stock certificate(s) to USF, attention Louise Lucchesi or David Cunningham, Planned Giving Office, 2130 Fulton Street, LMR 323, San Francisco, California 94117-1080, in one envelope. Send one stock power for each certificate in another envelope. You should sign the stock power exactly as your name appears on the certificate. If the stock is held jointly, both persons must sign. Leave the rest of the stock power blank, as it will be filled in by the broker who is ultimately responsible for disposing of the stock. *Always contact USF prior to sending stock certificates.*

Questions:     USF Planned Giving  
                  Louise Lucchesi, 1.415.422.6595, [llucchesi2@usfca.edu](mailto:llucchesi2@usfca.edu)  
                  David Cunningham, 1.415.422.6259, [cunninghamd@usfca.edu](mailto:cunninghamd@usfca.edu)

**STOCK TRANSFER LETTER  
GIFTS TO USF'S UBS ACCOUNT**

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Name of Broker)

\_\_\_\_\_ (Address of Broker)

\_\_\_\_\_ (City, State, Zip)

Dear \_\_\_\_\_:

I am pleased to make a contribution to the University of San Francisco to be used for \_\_\_\_\_.

Please transfer \_\_\_\_\_ shares of \_\_\_\_\_ stock from my account # \_\_\_\_\_ to USF via its account at UBS. The transfer information is noted below:

DTC Number 221

UBS Account Number – KP-33598-60

USF Tax Identification Number – 94-1156628

The account contact is Helene Butler, (650) 289-7053 or toll free (800) 544-6644

Please inform me when the transfer has been made:

Address \_\_\_\_\_

Telephone # \_\_\_\_\_; E-mail: \_\_\_\_\_

Sincerely,

\_\_\_\_\_

*\*\*Please also fax or email this form to USF Planned Giving (to the contacts below)*

cc: Louise Lucchesi or David Cunningham  
University of San Francisco Planned Giving Office LMRW 324C  
2130 Fulton Street  
San Francisco, CA 94117-1080  
FAX # (415) 422-2644  
PHONE# (415) 422-6595  
[llucchesi2@usfca.edu](mailto:llucchesi2@usfca.edu)

STOCK TRANSFER LETTER – CHARLES SCHWAB ACCOUNTS

\_\_\_\_\_ (Date)

Charles Schwab, S.F.  
P. O. Box 52114  
Phoenix, AZ 85072-2114  
Office #800-472-9813  
FAX #888-526-7252

ATTN: Schwab Phoenix Operations Center  
RE: Journal of assets between accounts

Dear \_\_\_\_\_:

I am pleased to make a contribution to the University of San Francisco to be used for the \_\_\_\_\_.

Please transfer \_\_\_\_\_ shares of \_\_\_\_\_ stock from my Charles Schwab account # \_\_\_\_\_ to USF via its account at Charles Schwab.

The transfer information is noted below:

USF Charles Schwab Account Number – 8992-3715  
USF Tax Identification Number – 94-1156628

Please inform me when the transfer has been made.

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Thank you for your immediate attention to this matter.

Sincerely,

\_\_\_\_\_  
\*\*Please also email or fax this completed form to the USF Planned Giving contacts below.  
Thank you

cc: Louise Lucchesi or David Cunningham  
University of San Francisco Development Office  
2130 Fulton Street, LMRW 324C  
San Francisco, CA 94117-1080  
FAX # (415) 422-2644  
PHONE# (415) 422-6595  
[llucchesi2@usfca.edu](mailto:llucchesi2@usfca.edu)