



HOW TO MAKE A GIFT OF SECURITIES TO JESUIT HIGH SCHOOL OF SACRAMENTO TAX ID# 94-1525873

BEFORE A GIFT IS MADE

Please contact the Jesuit High School Office of Advancement (916.480.2128) to let us know you intend to make a gift of securities. This is very important for two reasons:

1. Before accepting securities, we need to ascertain that they are marketable (i.e., traded publicly or OTC). Although unmarketable securities may be accepted, they will provide no immediate benefit and their future benefit is a calculated risk.
2. We need to ensure that, when the securities are transferred, we can immediately identify them as your gift and follow your gift designation.

When contacting Jesuit High School to advise that you would like to make a gift of securities, we will need to know the amount that you would like to gift to JHS, and the purpose of your donation (e.g. Jesuit Annual Fund, Capital Campaign, Scholarship Endowment, Area of Greatest Need, etc.)

HOW TO TRANSFER SECURITIES

The easiest way to gift securities to Jesuit High School of Sacramento is by instructing your Financial Advisor to make an electronic transfer to Jesuit High School's account held at Morgan Stanley Smith Barney, LLC:

- A. Send a letter to your Financial Advisor with instructions to transfer securities from your account to Jesuit High School's account, and provide us with a gift letter. (See Sample #1A & #1B Attached).
- B. Alternatively, your Financial Advisor may provide you with a transfer instruction form to use. Send us a gift letter (See Sample #1B Attached) **and** a copy of the instruction letter you send to your Financial Advisor.

HOW YOUR GIFT WILL BE ACKNOWLEDGED

You will receive an acknowledgment letter from Jesuit High School that will include the gift date, the gift description (e.g. 100 shares of ABC Corporation), and your gift designation (e.g. Annual Fund, Capital Campaign, Scholarship Endowment, etc.). This letter will also include the Jesuit High School Tax ID Number (#94-1525873.)

Please consult your financial/tax advisor for guidance on your personal tax circumstances and assistance with the I.R.S. Form 828 (Noncash Charitable Contributions).

For Jesuit's accounting purposes, publicly traded securities are valued at the mean selling price on the valuation date. It is the policy of Jesuit High School to liquidate gifted securities as soon as practical. The net proceeds from the sale may differ from the original value of the gift by the amount of the Financial Advisor's commission and any gain/loss incurred.

FOR MORE INFORMATION

Should you have any questions, please contact the Jesuit High School Office of Development

JULIA CLARK – Director of Annual Giving & Grants

Office of Advancement | 1200 Jacob Lane, Carmichael, CA 95608

Office: 916.480.2128 | Fax: 916.480.2101 | Email: julia.clark@jesuithighschool.org | jesuithighschool.org

SALE OF STOCK INSTRUCTION LETTER

(Send To Your Financial Advisor)

1. Send this letter to your Financial Advisor to transfer securities to Jesuit High School.
2. Send a copy along with letter #IB to Jesuit High School.

***If you have any questions, please call Morgan Stanley Smith Barney LLC ~ Mr. Pete Scheid at 916.567.2069.**

Date: _____

Name of Brokerage Firm: _____

Address of Firm: _____

RE: Account # _____

Name of Account: _____

TO WHOM IT MAY CONCERN:

Please use this letter as your authorization to transfer (*# of shares*) _____ (*of stock name*)

to **Morgan Stanley Smith Barney LLC, DTC Clearing #0015** for further credit to:

178-109449-521
N/O Jesuit High School of Sacramento

FYI: Jesuit High School Tax ID # 94-1525873

Sincerely:

Client Name/s – PLEASE PRINT

Date

Client Signature/s

Date

GIFT LETTER

(Send To Jesuit High School)

1. Please consult with a Jesuit High School Office of Development representative to ensure the gift designation wording below will define your wishes.
2. Send this letter to Jesuit along with a copy of your letter to your Financial Advisor.

(Date)

Vice President for Advancement
 Jesuit High School
 1200 Jacob Lane
 Carmichael, CA 95608

This letter is to notify you that I/we advised my/our stockbroker to transfer (*# of shares*) _____
 of (*stock name*) _____

from my/our account to your account held at Morgan Stanley Smith Barney, LLC in the name of Jesuit High School of Sacramento (Tax ID# 94-1525873.)

My/Our gift is designated for (*insert language for designation for gift use at Jesuit High School; e.g: Jesuit Annual Fund, Capital Campaign, Scholarship Endowment, Area of Greatest Need, etc.*) _____.

Sincerely,

Donor Name/s – PLEASE PRINT

Donor Signature/s

Donor Daytime Phone Number

Donor Email Address

Financial Advisor Name/Company Name

Financial Advisor Daytime Phone Number

Financial Advisor Email Address