

### Making a Gift of Appreciated Securities

Securities are the most common form of property given to non-profit institutions. Bertschi School encourages gifts of stocks, bonds, and shares of mutual funds. With a gift of appreciated securities held for the required holding period, donors are entitled to a charitable deduction for the full fair-market value of the security in the year of the gift. The fair-market value is determined by the mean of the high and low sales prices on the date the security is received by Bertschi School. For details regarding the tax implications of your gift, please contact your tax advisor.

### How Do I Deliver Securities to Bertschi School?

The first step is to call Bertschi School's Advancement Office (206-442-6852) to notify us of your intent to deliver securities or e-mail a completed Securities Transfer Form to giving@bertschi.org. To ensure that the transaction is processed in a timely and efficient manner, please provide a description of the stock or other securities to be transferred (number of shares, what company, the approximate delivery date, and the desired purpose of the gift.)

### There are three standard methods of delivery:

**BY BROKER** - The most common method of delivery is through a brokerage house via DTC transfer. This electronic method transfers the stock or securities from your account to an account in the name of Bertschi School. For all securities transfers you will need the school's tax ID #91-0975541.

#### Additionally, the delivery instructions are as follows:

US Bank  
Account number: 13227889  
FBO Bertschi School  
Donor:  
DTC# 0280  
Tax ID#: 91-0975541

***PLEASE NOTE** that you as a donor must not direct the broker to sell the securities for Bertschi School. Securities sold by a donor are treated as a cash gift and might expose you to capital gains tax liability. Once you have requested the transfer of securities and they have been delivered to US Bank, a member of the Bertschi School Advancement Office will direct the broker to sell. Feel free to contact Keisha Wilson, 206-442-6852, with any additional questions.*

**BY MAIL** - If you have the security certificate in your possession, you may mail the certificate by either certified mail or an overnight service. Mail the unendorsed certificate to:

Advancement Office  
Bertschi School  
2227 10th Ave E  
Seattle, WA 98102

*With the securities, include a Securities Transfer Form with your intent clearly stated. In a separate envelope, mail a signed, blank stock power form, with your signature as it appears on the certificate. Include also a copy of your securities transfer form.*

**BY HAND** - When delivering stock by hand, you may either endorse the back of the stock certificate(s) in our presence or sign a stock power.