

# Gift Transfer Instructions

## GIFTS OF SECURITIES

Silicon Valley Community Foundation (SVCF) is pleased to accept gifts of stock. A stock contribution is valued based on IRS regulations. The value is determined by the mean of the high and the low value of the security on the day that it is credited to an SVCF account or the day that the certificate is in the custody of SVCF. Contributions sent by U.S. Mail are valued as of the date of the postmark.

SVCF's Federal Tax ID # is 20-5205488.

DTC transfers of securities are received anonymously.

**In order to track the gift's arrival and ensure that it is credited properly, please notify your SVCF contact or [donate@siliconvalleycf.org](mailto:donate@siliconvalleycf.org) with**

- the expected date of transfer
- the number of shares being transferred and
- the corresponding ticker symbol(s).

### DTC Wire Transfers:

Broker: Matthew Ives

Tel: 650.853.4072

Fax: 650.644.3309

Morgan Stanley

DTC #0015

For credit to: MS account 112-089215-072

Silicon Valley Community Foundation

## DELIVERING OR MAILING STOCK CERTIFICATES

Please do not sign the certificates. Send them to SVCF unsigned, along with a letter confirming the gift. Please include in the letter the specific purpose of the gift. Please send signed stock powers in a separate envelope. The stock powers must be signed exactly as the name(s) appear on the stock certificates. SVCF will need two sample signatures from the donor. The signatures on the gift letter, as well as the signature on the stock power, will suffice.

### Send Stock Certificates and Stock Powers to:

Silicon Valley Community Foundation

Attention: Gifts Administration

2440 West El Camino Real, Suite 300

Mountain View, California 94040-1498

## MUTUAL FUND SHARES

Gifts of mutual fund shares must be transferred directly to an SVCF account within the mutual fund family. Please contact us to verify that we have an account or that we can open one.

## GIFTS OF CASH

### Cash can be received by wire or check.

Please make checks payable to:

Silicon Valley Community Foundation

Please note fund name or other gift designations in the memo line.

## CASH WIRE TRANSFERS

When wiring cash, please notify your SVCF contact or **[donate@siliconvalleycf.org](mailto:donate@siliconvalleycf.org)** in advance to ensure the gift is properly identified and processed.

For cash wire transfers:

Wells Fargo Bank, N.A.

420 Montgomery Street

San Francisco, California 94104

ABA No.: 121000248

Account No.: 4122436637

Swift Code: WFBIUS6S

Beneficiary: Silicon Valley Community Foundation,  
Gifts Account

**Contact SVCF at [donate@siliconvalleycf.org](mailto:donate@siliconvalleycf.org) or 650.450.5444 if you have questions.**

# Credit Card Transfer

ALL FIELDS REQUIRED

DATE

AMOUNT

GIFT PURPOSE

FOR FUND NAME/NUMBER

## CREDIT CARD TYPE

BUSINESS CARD  PERSONAL CARD

VISA  MASTERCARD  AMERICAN EXPRESS  DISCOVER

CREDIT CARD NUMBER

EXPIRATION DATE

NAME AS IT APPEARS ON CARD

SIGNATURE

## BILLING ADDRESS

ADDRESS

CITY

STATE

ZIP

EMAIL

PHONE NUMBER

Contact SVCF at [donate@siliconvalleycf.org](mailto:donate@siliconvalleycf.org) or 650.450.5444 if you have questions.

### Internal Use Only:

SVCF Staff \_\_\_\_\_

Transaction Date/Time \_\_\_\_\_

SPECIAL INSTRUCTIONS: