

Thank you for considering a gift of securities in support of St. Edward High School. Gifts of securities often confer significant tax benefits on a donor. For example, contributions of appreciated securities held for over a year are generally deductible at market value, regardless of what the donor paid for them; moreover, the capital gains tax is avoided through such a gift.

#### To Make a Gift of Securities

To notify St. Edward High School of a gift of securities, please contact either Development representative listed below with complete donor information (name, address, phone number), the name and type of securities to be gifted (public, private, restricted, mutual fund, etc.), the number of shares, and the date you intend to make the gift.

#### Types of Transfers

##### 1) DTC Transfer of Stock

To transfer securities to St. Edward High School via DTC, please use the following instructions:

STATE STREET BANK AND TRUST CO.

DTC PARTICIPANT #987

FFC: BJ60

FOR: **ACCOUNT #650228**

**St. Edward High School Bond Fund SD**

Donor Name & Address: \_\_\_\_\_

In order to promptly and accurately credit a security gift to the appropriate donor, it is essential that the transfer instructions include the donor's name and address. Without this information, we are unable to identify the donors of certain securities.

In order to determine if a security gift is to be an unrestricted gift or to be applied to a specific use or purpose, please contact Jay Ansberry in our Advancement Office at (216) 227-2228 or email him at [jansberry@sehs.net](mailto:jansberry@sehs.net) or by mail at St. Edward High School, 13500 Detroit Ave., Lakewood, OH 44107.

If your broker requires further information, he or she should contact an Investment Office representative or:

Nicholas Bucci, CFP®

Hirtle, Callaghan & Co.

Five Tower Bridge

300 Barr Harbor Drive, Suite 500

West Conshohocken, PA 19428

tel: (800) 242-9596

fax: (610) 828-7425

email: [nbucci@hirtlecallaghan.com](mailto:nbucci@hirtlecallaghan.com)

It is very important to us that we appropriately acknowledge the generosity of our benefactors in a timely and accurate manner. It can be difficult to identify the donor after a gift of securities is processed, particularly in the case of an electronic transfer. Therefore, please ask your broker to include your name and address in the DTC transfer instructions, and also please inform Jay Ansberry by email, phone, or letter (see contact information above).

## 2) Mutual Fund Transfer

Mutual fund units cannot be electronically transferred via DTC.

The method used to transfer mutual funds to St. Edward High School varies, depending on how the fund units are held:

If your mutual fund is held in an account with the fund company, it may be possible to transfer it into an account in St. Edward High School's name with the fund company. Please contact Don Murphy in the business office to determine if a St. Edward High School account exists:

Don Murphy  
Vice President of Finance & Facilities  
St. Edward High School  
13500 Detroit Avenue  
Lakewood, OH 44107

Stocks and bonds may be sent to St. Edward High School's Advancement Office by certified U.S. mail with return receipt requested.

If the donor is the registered owner of the certificate, a Stock and Bond Power signed by the owner, exactly as the name appears on the certificate, with a Medallion signature (which you can likely obtain through a bank or broker) must be provided. To ensure your security, please mail the certificate and Stock and Bond Power separately.

If the stock or bond has already been registered to St. Edward High School, no Stock and Bond Power is necessary. However, in order for St. Edward High School to properly credit the gift, a letter identifying the donor is essential.

In instances where a stock or bond is to be registered to St. Edward High School before it is mailed to us, you will be required to supply the transfer agent with the following mailing address and taxpayer identification number:

St. Edward High School  
Institutional Advancement Office  
St. Edward High School  
13500 Detroit Avenue  
Lakewood, OH 44107  
**TAX ID #34-0737808**

You can also wire transfer to State Street Bank

ABA #011-0000-28

DDA #00041178

I/N/O Deutsche Bank Trust Co Americas

**F/B/O ACCOUNT #650227**

**ATTN: St. Edward High School Bond Fund**

1) Physical Securities - The gift valuation date for physical securities is determined by the postmark on the envelope used to mail the securities. For hand delivery of securities, the gift valuation date is the date the securities are turned over to St. Edward High School representatives.

2) Electronic Transfers - The gift valuation date for securities sent to us via DTC is the date the securities are deposited into our State Street Bank and Trust account.

3) Mutual Fund Transfer - The gift valuation date for mutual fund units is the date they are deposited into our State Street Bank and Trust account or into a mutual fund account in St. Edward High School's name.

#### Valuation Method

The value of a stock gift is calculated by averaging the high and low quoted selling prices for the stock as of the gift valuation date. The value of a bond gift is calculated by averaging the bid and ask prices for the bond as of the gift valuation date. The value of a mutual fund gift is calculated using the Net Asset Value (NAV) for the fund as of the gift valuation date.

#### Acknowledgment of Gift

As soon as a securities gift is received and matched to a donor, the Advancement Office sends an acknowledgment letter stating the nature of the gift, the gift valuation date, and the gift valuation amount.

Please note: St. Edward High School is an educational institution and does not provide tax, legal, or financial advice. Any document or information shared by our staff is intended to be educational. We strongly encourage donors to seek counsel from their own legal and financial advisors. Please be aware that any information or documents shared by our staff cannot be used to avoid tax-related penalties.

Questions? Please contact us.