



St. Helena Hospital
Foundation

Instructions for Donations of Securities

St. Helena Hospital Foundation Instructions for Transfer of Securities

Thank you for considering a gift to benefit the St. Helena Hospital and healthcare in our community. All gifts should be made to **St. Helena Hospital Foundation**.

Please notify Lee Loban (lobanlr@ah.org) at the Foundation Office of all impending stock gifts, so that we may monitor the transfer process and arrange for the timely sale of stock. It is the Foundation's policy to sell stock received as gifts. However, securities/shares must be transferred to the Foundation before they are sold.

Stock held in street name may be wire transferred. The donor should authorize their broker (see Sample Stock Transfer Letter) to transfer stock to:

Charles Schwab & Co., Inc.
DTC Clearing 0164, Code 40
Account Registration: St. Helena Hospital Foundation Non-Endowment
Account Number: #6788-3756

Charles Schwab – IST 1 West
2423 E. Lincoln Drive
Phoenix, AZ 85016-1215
(866) 226-3042

Stock held in certificate form may be transferred two different ways:

- 1) Deliver certificate to your broker and request the desired number of shares be transferred (instructions above) or deposited in the Foundation account.
- or
- 2) **Unendorsed certificate(s)** by certified mail
Stock power form(s), signed and signature guaranteed, by regular or certified mail

- one for each security and class of stock
- signed by both owners if certificate was issued jointly
- with the transferee and other spaces left blank

- mailed in separate envelope from certificate(s) to prevent unauthorized negotiation

If certificate and stock power are not mailed on the same day, transfer date for gift purposes will be the **later** postmark date.

We discourage donors from having certificates reissued in the name of St. Helena Hospital Foundation. It usually is not necessary and can be a lengthy process, over which the donor has no control, and during which time stock value can fluctuate.

To be deductible at fair market value, gifts of stock must have been held more than one year by the donor. The **value of stock gifts**, for tax reporting purposes as well as Foundation gift records, is the mean market value of the stock (i.e., mean between the highest and lowest quoted selling prices, per IRS regs. 25.2512-2(b)(1) and 20.2031-2(b)(1)) **on the date of transfer**:

- wire transfers** - the date the stock is actually transferred from one account to the other
- separately mailed certificates and stock power forms** - the last postmark date
(certificates issued in the name of the Foundation – the date of the certificate)
- hand-delivered certificates and stock power forms** – the date delivered to the Foundation

Please notify the Foundation of any special designation for your gift (for example, annual support, capital support or endowment). Net proceeds from sale of the stock will be directed to the purpose/fund you designate.

There are other considerations for mutual fund shares, restricted stock, and stock options. Please contact the Foundation Office before making gift arrangements for these types of assets.

St. Helena Hospital Foundation
10 Woodland Road
St. Helena, CA 94574
Tel: (707) 963-6208
Fax: (707) 967-5620
www.shhfoundation.org
EIN: 20-1384250