

MAKING GIFTS OF SECURITIES/MUTUAL FUNDS TO ALBRIGHT COLLEGE

Thank you for considering a gift of securities in support of Albright College. The College works closely with Charles Schwab & Co., Inc. to provide both the College and our donors with the highest level of service. This relationship enables us to record your gifts and put them to work as quickly as possible. The brokerage account and detailed instructions for making gifts of securities are printed below.

We want this process to be as smooth, convenient, and obstacle-free for you as possible. It is very important that you or your broker call the development office at 610-921-7501 or 610-921-7502 and let us know that you plan to make a securities or mutual fund gift to the College and indicate if the security gift is to be an unrestricted gift or to be applied to a specific use or purpose.

Albright College Federal Tax ID Number: 23-135-2615

I. Accounts and Contacts for Electronic Transfer

All DTC-Eligible Securities

All deliveries **MUST** identify Albright College as the relevant Schwab client, and the Albright College Schwab account number: 3401-0012

DTC: #0164 – Code 40

Donor Name and 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 occasionally unable to identify the donors of certain securities.

II. Transfer Instructions

A. Electronic Transfers:

If the securities are held by your bank or broker and you are making the transfer electronically via Depository Trust Co. (DTC) system:

1. Please contact one of the following individuals, or a member of the development office here at Albright College to let them know you are making a transfer:

Tim McElwee
610-921-7501
tmcelwee@alb.edu

Brian Pinto
610-929-6728
bpinto@alb.edu

Knowing in advance that you intend to transfer securities minimizes the risk of delay. In addition, if we are not aware of your intention to provide a gift of securities we may not be able to recognize you as the donor.

2. Contact your broker and instruct him/her to transfer your gift via the DTC to the account listed above.

NOTE: Please be advised that the recorded gift date for electronically transferred securities is based on the date and time it enters the College's brokerage accounts. This date may or may not be the same day you instructed your broker to make the transfer. As there are several steps and persons involved, transfer times can vary from same day to up to five days. Delays are especially likely during periods such as end of the calendar year. **The value of the gift is determined by the average of the high and the low prices of the security on the date of the gift.**

B. Certificates

1. By Mail:

If you hold the securities in certificate form, you may mail the securities and stock powers (one for each stock certificate) **in separate envelopes to:**

Charles Schwab & Co., Inc.
Attn: Transfer Accounts
P.O. Box 52013
Phoenix, AZ 85072

All deliveries MUST identify Albright College as the relevant Schwab client, and the Albright College Schwab account number 3401-0012 and include the donor name and address.

Please be certain to have your signature(s) on the stock guaranteed by a certified bank officer and complete the section indicating the name of the stock, the number of shares, and the certificate number(s).

The value is determined as the average high and low prices on the date of the gift, which is the postmark for documents sent through the U.S. Postal Service, or the date that we received the documents in all other cases. If the certificate and stock power are postmarked with different dates, the later date will be used.

2. Hand Delivery or Delivered by Other Couriers:

If the certificate is hand-delivered to a member of the Albright College staff or sent by a courier other than the U.S. Postal Service, the value is determined by the average of the high and the low prices on the date of the gift, which is the date the College takes physical possession of either the certificate or the stock power, whichever is later.

Dividend Reinvestment or Closed-End Mutual Funds:

All deliveries MUST identify Albright College as the relevant Schwab client, and the Albright College Schwab account number 3401-0012 and include the donor name and address.

Issue a certificate for all whole shares, liquidate all fractional shares, and discontinue dividend reinvestment.

III. Liquidate Money Fund and transfer cash according to instruction listed in the next section titled “Fed-Wired Monies” or “Forwarded Checks.”

A. Fed Book-Entry Securities (e.g., Treasury Notes):

All deliveries MUST identify Albright College as the relevant Schwab client, and the Albright College Schwab account number: 3401-0012

JPM Chase/CCC
ABA#: 021000021
Charles Schwab & Co.,
Account #: G 69873
FBO: 3401-0012; Albright College

B. Forward Checks:

All deliveries MUST identify Albright College as the relevant Schwab client, and the Albright College Schwab account number 3401-0012 and the donor name and address.

Charles Schwab & Co. Inc.
Attn: Transfer of Accounts
P.O. Box 52013
Phoenix, AZ 85072

Overnight Mailing Address:
Charles Schwab & Co., Inc.
Attn: Cashiering
3133 East Camelback Road
Phoenix, AZ 85016