

# SWARTHMORE COLLEGE

## INSTRUCTIONS FOR GIFTS OF SECURITIES

For specific legal, tax, or investment questions, we recommend you consult your financial planner or lawyer.

**All questions and information should be sent to:**  
Ruth Krakower, Director of Alumni & Gift Records

500 College Ave., Swarthmore, PA 19081

Phone: 610-328-8407 • Fax: 610-690-3831 • rkrakow1@swarthmore.edu

### **Gifts of Publicly Traded Stock or Bonds Held at a Bank or Brokerage Firm**

- Send a letter of instruction to your broker or banker with a full description of the securities and your gift's intended purpose. Securities can be sent electronically to one of our preferred brokers:
  - *Morgan Stanley, Swarthmore College Account #263-106330-306; DTC #0015*  
*Contact at Morgan Stanley: Jeffrey Berns 800-524-2423*
  - *Merrill Lynch, Account #871-07523; DTC #5198*  
*Contact at Merrill Lynch: Matthew G. Rafferty 215-597-4690*
- Brokerage firms will not release the name of the donor to the College. In order to properly credit and designate your gift, please mail, fax, or email a copy of your letter of instruction to Ruth Krakower and advise her of the transfer by phone, fax, or email. Please include:
  - The purpose of the gift (e.g., The Swarthmore Fund or restricted purpose)
  - Names of the corporations and the number of shares you authorize
  - Name and phone number of your broker

### **Gifts of Stock Certificates**

- Send the unsigned certificates to Ruth Krakower with a letter signed by the owner(s) of the stock stating that the stock is being donated to Swarthmore College.
  - Please be sure to mention the purpose of the gift (e.g., The Swarthmore Fund or restricted purpose).
- Copy and send the College one blank stock power (see page 3) for each company whose stock you are transferring. Only the signature line should be filled in, with the signature(s) matching the name(s) that appear on the face of the certificates, or both names if the stock is jointly owned.
  - An officer of a commercial bank must guarantee the owner's signature.
- Send the certificates and stock powers in separate envelopes, preferably by certified mail.

### **Gifts of Split Certificates**

Swarthmore can arrange for a stock or bond certificate to be split if you wish to donate only a portion of the securities represented by the certificate. In your letter to Swarthmore, please provide the number of shares or dollar amount of bonds you wish to give, and the social security number and complete name of the registered shareholder. Also confirm the mailing address for reregistering the remaining shares and provide a blank signed stock power.

### **Gifts of Closely Held Stock**

You may also give non-marketable or closely held stock to Swarthmore. This type of gift offers many tax advantages, but it requires special handling. Please contact the Office of Gift Planning at 610-957-6338 or 866-526-4438 for information.

### **Gifts of Mutual Fund Shares**

The charitable deduction for a gift of mutual fund shares is the public redemption price on the date of gift. Although the tax benefits of giving mutual fund shares are similar to other securities gifts, gifts of mutual fund shares take longer to complete. Please contact Ruth Krakower at 610-328-8407 for more information.

### **Giving Securities While Retaining Income for Life**

You may also make a gift of stocks, bonds, or mutual fund shares to Swarthmore and receive income during your life, a term of years, or provide for income to your spouse, a family member, or friend. There are several plans available. The tax advantages vary according to the arrangement you choose. To learn more, please contact Jessica Cunningham, assistant director of donor relations, 610-957-6338 or [jcunnin1@swarthmore.edu](mailto:jcunnin1@swarthmore.edu).

Your interest in and generosity to Swarthmore College are deeply appreciated. If you have any additional questions, please contact Ruth Krakower at 610-328-8407 or [rkrakow1@swarthmore.edu](mailto:rkrakow1@swarthmore.edu).

# IRREVOCABLE STOCK OR BOND POWER

For Value Received, the undersigned does (do) hereby sell, assign, and transfer to

---

\_\_\_\_\_ (Social Security or Taxpayer Identifying No.)

***If Stock, Complete This Portion:***

\_\_\_\_\_ shares of the \_\_\_\_\_ stock of \_\_\_\_\_ represented by Certificate(s)  
No(s) \_\_\_\_\_ inclusive, standing in the name of the undersigned on the books of said Company.

***If Bonds, Complete This Portion:***

\_\_\_\_\_ bonds of \_\_\_\_\_ in the principal amount of \$ \_\_\_\_\_  
No(s) \_\_\_\_\_ inclusive, standing in the name of the undersigned on the books of said Company.

The undersigned does (do) hereby irrevocably constitute and appoint \_\_\_\_\_ attorney to transfer said stock or bond(s), as the case may be, on the books of said Company, with full power of substitution in the premises.

***Dated*** \_\_\_\_\_

**IMPORTANT- READ CAREFULLY**

The signature(s) to this Power must correspond with the name(s) as written upon the face of the certificate(s) or bond(s) in every particular without alteration or enlargement or any change whatever. Signature guarantee should be made by a member or member organization of the New York Stock Exchange, members of other Exchanges having signatures on file with transfer agent or by a commercial bank or trust company having its principal office or correspondent in the City of New York. 7-70

\_\_\_\_\_  
\_\_\_\_\_

(Person(s) executing this power sign(s) here)

**SIGNATURE GUARANTEED**