



Instructions for Gifts of Stock

Thank you for your interest in making a gift of stock to The San Francisco Art Institute. Please complete and fax your stock gift instructions to your custodian or financial advisor, and also send instructions to our advisor as outlined below:

1) To your custodian/financial advisor: _____

Please direct the following stock gift on my behalf to San Francisco Art Institute via Charles Schwab.

Date: _____

Stock: _____ # of Shares: _____

Gift Designation:

General Purposes: _____

Specific Program: _____

Donor Name: _____

Donor Address: _____

Donor Phone No.: _____

Donor Email: _____

Donor Signature: _____

2) The stock may be delivered by electronic transfer to:

Charles Schwab & Co., Inc., DTC # 0164 for deposit in following account:

San Francisco Art Institute

Account Number 2359-7809

Federal Tax ID: 94-1196211

3) Please also call or email us to let us know that the transaction is in process:

Gordon Knox, President

San Francisco Art Institute

800 Chestnut St, San Francisco, CA 94133

Tel: 415.749.4549

Email: gknox@sfa.edu

An electronic transfer of funds is credited to the donor on the day the stock transfer is made from the donor's account to SFAI's account.

Mailed stock gifts are credited the day the gift is sent (post mark). Please note that mailed stock gifts require additional documentation; forms are available by calling the San Francisco Art Institute.