



## Instructions for Gifts of Stock, Bonds and Mutual Funds

To make a transfer of stock, bonds, or mutual funds please use the form below (see page two).

Additionally, please provide the Crocker with information on the stock:

- Name of donor
- Name of stock
- Number of shares
- When we can expect the transfer in our account
- What the gift will be applied to at the Crocker (Capital Campaign, Membership, etc.)

Please contact Chanel Jennings, Development Assistant, at [cjennings@crockerart.org](mailto:cjennings@crockerart.org) or (916) 808-6370 for additional assistance.

The stock will be valued according to the day it is transferred into our Charles Schwab account. The gift amount you will be acknowledged for is based on this value, which is determined by taking the average of the high and low on the day the securities are received.

Questions regarding the Charles Schwab account may be directed to:

### **Raechel Schepens**

Client Management Consultant | Wealth Client Service  
CAPTRUST

1410 Rocky Ridge Drive, Suite 150  
Roseville, CA 95661

P: (916) 283-5496

F: (916) 646-3287

[raechel.schepens@captrust.com](mailto:raechel.schepens@captrust.com)

The Crocker Art Museum Association is a tax-exempt, nonprofit organization as described in section 501(c)(3) of the IRS code. Our tax identification number is 94-2552486.

# CROCKER art museum

Date: \_\_\_\_\_

To: \_\_\_\_\_ From: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Attn: \_\_\_\_\_

Re: Account # \_\_\_\_\_

Name of \_\_\_\_\_

Dear \_\_\_\_\_:

Please accept this letter as your authorization to electronically transfer (through DTC) the below listed securities from our account above as follows:

<u>#/shares</u>	<u>Name of Security</u>
_____	_____
_____	_____

To: Charles Schwab  
DTC #: 0164  
Account #: 3784-6566  
Code #: 40  
Account Name: Crocker Art Museum Association

Please execute this transfer as soon as possible.

Sincerely,

\_\_\_\_\_

**Please send a copy of this completed letter by mail or fax to:**

**Raechel Schepens**

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