



中美國際學校
**CHINESE
 AMERICAN
 INTERNATIONAL
 SCHOOL**

**STOCK TRANSFER TO CAIS
 SAMPLE LETTER**

Stock contributions to CAIS may be made by filling out this form or using it as a template to create a letter to be sent to your broker and to the CAIS Business Office.

Occasionally the school receives unidentified stock transfers: PLEASE BE SURE TO NOTIFY THE SCHOOL ABOUT YOUR GIFT TO AVOID DELAYS AND TO ENSURE PROPER CREDIT.

Questions? Contact Virginia Cheung in Development, 415-861-5338 or v_cheung@cais.org

Chinese American International School
 Attn: Ina Stahl, Business Office
 150 Oak Street
 San Francisco, CA 94102

Fax: 415-861-2829
 Phone: 415-861-7666
 Email: i_stahl@cais.org

Date: _____

To: _____ (Your brokerage company name)

_____ (Address)

Attn: _____ (Contact person & phone number)

Re: GIFT OF SECURITIES Please accept this letter as authorization to gift

_____ of _____
 (Number of Shares) (Name of Security)***

Credit to: Chinese American International School (tax identification number: 94-2786958)
 Schwab Account # 2288-9890
 DTC # : 0164 Code 40

Designation of the gift: _____ (i.e. ShowCAIS or Annual Fund)

_____ (Client Account Title)

_____ (Client Account Number)

Sincerely,

_____ (Signature)

_____ (Second signature)

_____ (Print Name)

_____ (Print Name)

_____ Telephone number

_____ Email

*** ____ (NO) ____ (YES) These shares are restricted and/or I am an insider of this company.