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Gift of Stock

The following transfers are covered by these instructions:

- DTC or Electronic Transfer of Stock
- Transfer of Mutual Fund(s)

DTC OR ELECTRONIC TRANSFER INSTRUCTIONS

DTC or Electronic transfer is the fastest and most secure method for donating securities.

It is a two-step process:

- 1- Please notify Assistant Advancement Director Myra Wooding at m_wooding@cais.org and Accounting Supervisor Silvia Huang at s_huang@cais.org 415-861-7866 with your intention to donate securities prior to initiating the transfer of securities to Chinese American International School.
- 2- Our account is held at First Republic Securities Company LLC (FRSC). Prior notification is critical to identifying your gift of securities, as donor information does NOT transmit through the DTC system.
 - a. Broker Instructions to deliver securities to our brokerage account at FRSC:

Deliver To	JP Morgan Securities LLC
DTC	0443(Clearing through Pershing LLC)
For Further Credit to Account Number	33L074532
Account Name	Chinese American International School
Donor Name	

Mutual Fund Instructions

Please contact Gloria Wong or Mike Mancini at First Republic Securities Company at Onlinebrokerage@firstrepublic.com

The following information is required:

Account Number	
Share Quantity	
Symbol	
Donor Name	
Financial Institution	

Your donation will NOT be complete until you notify Chinese American International School of your intent to donate securities, and until shares are received in the Chinese American International School First Republic Securities Company (FRSC) Brokerage account.

Signature of Donor

Name of Donor and Date