

USC Verdugo Hills Hospital Foundation

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INSTRUCTIONS FOR CONTRIBUTIONS OF STOCKS AND BONDS

Electronic Transfer. The easiest way to transfer stocks or bonds to USC Verdugo Hills Hospital Foundation is to transfer the asset to our Fidelity Investments account via electronic transfer, or “DTC.” To transfer stocks or bonds this way, simply send your bank or brokerage firm signed instructions to transfer the asset to “USC Verdugo Hills Hospital Foundation account number 614-936960 (Fidelity) via DTC number 0226.” Sample instructions to a broker for electronic transfers are attached.

Certificate Transfer. If you are giving stock or bond certificates registered in your name(s), we need a notarized “gifting letter” detailing your gift. This notarized letter and a “stock power form” must be signed by all owners listed on the certificates, exactly as they are registered. A sample “gifting letter” and “stock power form” are attached.

Note: Certificates Held in a Trust. If your certificates are held in the name of a trust, try to deposit them into a bank or brokerage account so you can transfer the shares by DTC electronic transfer. Otherwise, if you wish to contribute certificates that are in your trust’s name, you must provide a copy of your trust to our broker so the transfer agent will know that the trustees signing are empowered to gift the assets and will be able to verify the signatures. The transfer agent also needs the same notarized gifting letter and stock power referenced above signed by all trustees.

Restricted Stock. USC Verdugo Hills Hospital Foundation often receives “restricted stock” from its donors. These are shares that are not immediately saleable and require a careful registration and selling procedure. Most often these shares are controlled by senior officers or directors of a company and are subject to the requirements of “Rule 144.” In some instances, holding periods and trading volume rules may affect our ability to sell the shares you contribute. Our staff and stockbroker can help guide you through this process.

Mutual Funds. The contribution of mutual fund shares often requires more steps and more time than a straight contribution of stocks or bonds—an important consideration at the end of the calendar year. The first step is to contact your mutual fund company and request instructions for charitable contributions of mutual fund shares. Each fund has a different process—most require a letter from you indicating your desire to “re-register” your shares to USC Verdugo Hills Hospital Foundation. Policies vary—some mutual fund companies allow the electronic transfer of shares to our brokerage account while others require us to open an account to handle the transfer.

Listed below are people who can assist with your contribution of stock or bonds.

USC Verdugo Hills Hospital Foundation:

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