

SWARTHMORE COLLEGE

INSTRUCTIONS FOR GIFTS OF SECURITIES

For specific legal, tax, or investment questions, we recommend you consult your financial planner or lawyer.

All questions and information should be sent to:

Director of Alumni & Gift Records
500 College Ave., Swarthmore, PA 19081
Phone: 610-328-8407 • giftrecords@swarthmore.edu

Gifts of Publicly Traded Stock or Bonds Held at a Bank or Brokerage Firm

- Send a letter of instruction to your broker or banker with a full description of the securities and your gift's intended purpose. Securities can be sent electronically to our preferred broker:
 - *Morgan Stanley, Swarthmore College Account #263-106330-306;*
DTC #0015
Contact at Morgan Stanley: Jeffrey Berns 800-524-2423
- Brokerage firms will not release the name of the donor to the College. In order to properly credit and designate your gift, please email, fax, or mail a copy of your letter of instruction to the Director of Alumni & Gift Records. Please include:
 - The purpose of the gift (e.g., The Swarthmore Fund or restricted purpose)
 - Names of the corporations and the number of shares you authorize
 - Name and phone number of your broker

Gifts of Stock Certificates

- Send the unsigned certificates to the Director of Alumni & Gift Records with a letter signed by the owner(s) of the stock stating that the stock is being donated to Swarthmore College.
 - Please be sure to mention the purpose of the gift (e.g., The Swarthmore Fund or restricted purpose).
- Copy and send the College one blank stock power (see page 3) for each company whose stock you are transferring. Only the signature line should be filled in, with the signature(s) matching the name(s) that appear on the face of the certificates, or both names if the stock is jointly owned.
 - An officer of a commercial bank must guarantee the owner's signature.
- Send the certificates and stock powers in separate envelopes, preferably by certified mail.

Gifts of Closely Held Stock

You may also give non-marketable or closely held stock to Swarthmore. This type of gift offers many tax advantages, but it requires special handling. Please contact the Office of Gift Planning at 866-526-4438 for information.

Gifts of Mutual Fund Shares

The charitable deduction for a gift of mutual fund shares is the public redemption price on the date of gift. Although the tax benefits of giving mutual fund shares are similar to other securities gifts, gifts of mutual fund shares take longer to complete. Please contact the Director of Alumni & Gift Records at 800-525-8622 for more information.

Giving Securities While Retaining Income for Life

You may also make a gift of stocks, bonds, or mutual fund shares to Swarthmore and receive income during your life, a term of years, or provide for income to your spouse, a family member, or friend. There are several plans available. The tax advantages vary according to the arrangement you choose. To learn more, please contact Renée P. Atkinson, director of gift planning, at 866-526-4438 or giftplanning@swarthmore.edu.

Your interest in and generosity to Swarthmore College are deeply appreciated. If you have any additional questions, please contact the Director of Alumni & Gift Records at 800-525-8622 or giftrecords@swarthmore.edu.