

## Gift Transfer Instructions

To make a new gift of any type, please contact [donate@siliconvalleycf.org](mailto:donate@siliconvalleycf.org) or 650.450.5444. If you are currently a SVCF fundholder, please contact your relationship manager directly.

### GIFTS OF SECURITIES

If a gift is coming from an entity that is legally separate from an individual, please include the following information in your notification: Entity Type (e.g. trust, private foundation, etc.), entity name, entity address, entity contact name, entity contact (phone or email).

Silicon Valley Community Foundation (SVCF) is pleased to accept gifts of stock. A stock contribution is valued based on IRS regulations. The value is determined by the mean of the high and the low value of the security on the day that it is credited to an SVCF account or the day that the certificate is in the custody of SVCF. Contributions sent by U.S. Mail are valued as of the date of the postmark.

SVCF's Federal Tax ID # is 20-5205488.

DTC transfers of securities are received anonymously.

In order to track the gift's arrival and ensure that it is credited properly, please notify your SVCF contact or [donate@siliconvalleycf.org](mailto:donate@siliconvalleycf.org) with expected transfer date, number of shares being transferred, corresponding ticker symbol(s).

#### DTC Wire Transfers:

Broker: Matthew Ives  
Tel: 650.853.4072  
Fax: 650.206.5318

Morgan Stanley  
DTC #0015

For credit to: MS account 112-089215  
Silicon Valley Community Foundation

### DELIVERING OR MAILING STOCK CERTIFICATES

Please do not sign the certificates. Send them to SVCF unsigned, along with a letter confirming the gift. Please include in the letter the specific purpose of the gift. Please send signed stock powers in a separate envelope. The stock powers must be signed exactly as the name(s) appear on the stock certificates. SVCF will need two sample signatures from the donor. The signatures on the gift letter, as well as the signature on the stock power, will suffice.

Send stock certificates and stock powers to:  
Silicon Valley Community Foundation

#### Standard:

Silicon Valley Community Foundation - Gift  
P.O. Box 889235  
Los Angeles, CA 90088-9235

#### Overnight (FedEx, UPS) address:

Lockbox Services - #0399235  
Silicon Valley Community Foundation - Gift  
3440 Flair Dr.  
El Monte, CA 91731

### MUTUAL FUND SHARES

Gifts of mutual fund shares must be transferred directly to an SVCF account within the mutual fund family. Please contact us to verify that we have an account or that we can open one.

### GIFTS OF CASH

#### Cash can be received by wire or check.

Please make checks payable to:  
Silicon Valley Community Foundation

#### Standard:

Silicon Valley Community Foundation - Gift  
P.O. Box 889235  
Los Angeles, CA 90088-9235

#### Overnight (FedEx, UPS) address:

Lockbox Services - #0399235  
Silicon Valley Community Foundation - Gift  
3440 Flair Dr.  
El Monte, CA 91731

Please note fund name or other gift designations in the memo line.

### CASH WIRE TRANSFERS

ABA No.: 121000248  
Account No.: 4122436637  
Swift Code: WFBUS6S  
Beneficiary: Silicon Valley Community Foundation, Gifts Account

### ILLIQUID AND COMPLEX ASSETS

SVCF is pleased to accept a wide range of complex, illiquid and other highly appreciated assets. As specific gift restrictions and asset transfer details may apply, please contact us to learn more.

### PLANNED GIFTS

SVCF partners with donors in making life income gifts such as charitable gift annuities and charitable remainder trusts; gifts from estates, wills and trusts; and gifts of retirement and other assets. As specific asset restrictions and transfer details apply, please contact us to learn more.

Contact SVCF at [donate@siliconvalleycf.org](mailto:donate@siliconvalleycf.org) or 650.450.5444 if you have questions.