



FRENCH AMERICAN INTERNATIONAL SCHOOL

Instructions for Donating Securities

Thank you in advance for your interest in donating stocks, bonds or shares of a mutual fund(s) to FAIS. Your donations are a crucial component of each year's annual FAIS operating budget and your contributions are much appreciated. The following instructions are intended to make this process as easy as possible. Please let us know if you have any feedback on the FAIS securities donation process.

Step 1: Transfer Security Shares to FAIS

- Call or email your Broker/Advisor and instruct them that you wish to donate specified shares of stocks, bonds or a mutual fund to the French American International School.
- The securities should NOT be sold. Instruct your broker to “**transfer**” the securities to:
 - Charles Schwab & Co. Inc.
 - FBO (for the benefit of) French American International School
 - Account Number: 1046-4719
 - DTC Routing Number: 0164 Code 40
 - Also instruct your broker to enter the following donor identification information into the “Text Comment” field of the DTC screen: Donor Name, Address, Phone, Account Number and Brokerage Firm.
- Your Broker or Security Firm may require a written Letter of Authorization. See sample Letter of Authorization.
- If your Broker/Advisor states that the securities shares or funds are not DTC eligible and cannot be transferred electronically, please call Paul Mallon, FAIS Director of Finance, 503-292-7776 x311 to discuss the situation. We will try to arrange another option with your Broker/Advisor.

Step 2: Notify FAIS of Your Gift

FAIS requires information about your intended donation in order to accurately acknowledge your securities gift and send you a tax-deductible receipt. Please provide a copy of the Letter of Authorization if you have already prepared that for your Broker/Advisor or simply fill out the sample Notification of Security Donation form. Either of these forms can be emailed to pmallon@faispdx.org.

Step 3: FAIS Issues a Tax-Deductible Receipt for Your Securities Gift

- If you have not received your receipt within two weeks after your expected transfer date or if you have any questions regarding the process please email Paul Mallon at pmallon@faispdx.org.
- Valuation of your donation for federal income tax purposes is the fair market value of the securities on the date of delivery. Date of delivery for tax purposes is the date that the securities are electronically received in the FAIS account at Charles Schwab. The fair market value of a publicly traded security is calculated as the average of the high and low trading prices on the date of delivery. The fair market value will be reflected in your tax-deductible receipt.