



**MAKING A GIFT OF SECURITIES TO URBAN SCHOOL OF SAN FRANCISCO  
Federal Tax Id # 94-1622034**

1. Before making the transfer, please notify the Development Office either via email to Rebecca Thurber at [rthurber@urbanschool.org](mailto:rthurber@urbanschool.org), via phone at 415 593 9540, or in writing to Urban School of San Francisco, Attn: Development Office, 1563 Page Street, San Francisco, CA 94117. Please include the following information so that we can properly credit your gift:

Your Name

Name of the Stock/Securities

Number of Shares

Estimated Value

Purpose of Donation (Annual Fund, Capital Campaign, etc.)

2. Instruct your broker to transfer your securities or stock to:

Charles Schwab

DTC number 0164

Account number: 5270 1364 for The Urban School of San Francisco

Contact: Customer Service (800) 435-4000

3. By Board policy, the school sells the shares at the time of transfer.

**Please feel free to call the Development Office at 415 593 9540 if you have any questions or require further information.**