

There are two ways to make a gift of stock to Valley Christian Schools:

1. Electronic Transfer (From your Brokerage Account into VCS's Brokerage Account).

- a)** Donor prepares a letter addressed to Valley Christian, stating their intentions of transferring a gift of stock. Please indicate the number of shares, name of stock and where you wish for your gift to be directed, once received.
- b)** Donor either faxes, mails or e-mails a copy of this gift letter to the person listed at the bottom of these instructions. ***This step is critical to ensure that you will receive credit for the complete value of your stock, on said date of transfer.**
- c)** The person listed at the bottom of these instructions will send an Electronic Transfer instruction such as contact information, DTC #, Account # etc. via e-mail. The Donor faxes, mails or e-mails a brokerage account manager, instructing him/her to make a direct electronic transfer from your account into Valley Christian's brokerage account per the Electronic Transfer instruction.

2. Physical Security (ask Stock Certificate)

- a)** Donor fills out the attached Stock Power form as directed on page 1 of the form.
- b)** Bring the Stock Power form to any bank to receive a Medallion Signature Guarantee stamp where indicated. (bring certificate and form) remove, we will take care of this
- c)** Make a copy/scan of the stock certificate and the signed stock power form, and either fax or email it to the person listed at the bottom of these instructions. Please fax copy to Schoner Team (415) 262-4183 before mailing stock certificate /stock power to FRSC.
- d)** Overnight the original stock certificate and stock power form to: First Republic Securities Company Attn: Sam Schoner, 111 Pine Street, San Francisco CA 94111
- e)** Thank you for your cooperation. All correspondence and questions should be addressed to:

Barbara Kovach, Valley Christian Schools

Development Associate

100 Skyway Drive

San Jose, CA 95111

Phone: (408) 362-7644 Fax: (408) 513-2525 E-mail: bkovach@vcs.net

Stock Delivery Instructions to First Republic Securities Company LLC

Valley Christian Schools Tax ID: 94-1495182

<i>DTC Book-Entry</i>	Delivery of Stocks (Equities) Brokerage Firm: First Republic Securities Company Clearing Firm: Pershing LLC DTC# 0443 Account Name Valley Christian Schools (Stock Donation) Account Number 33L166635
<i>Fed Book – Entry</i>	Delivery of Bonds: BK OF NYC/Pershing LLC ABA# 021000018 F/C Valley Christian Schools
<i>Physical Securities</i>	Delivery/Mail Physical Certificates to: First Republic Securities Company 111 Pine Street San Francisco, CA 94111 *Please contact Schonerteam before mailing certificates
<i>Account Transfer</i>	First Republic Securities Company LLC Pershing LLC, Clearing Firm DTC #0443 Attn: Sam Schoner 111 Pine Street San Francisco CA 94111
<i>Mutual Fund Transfer</i>	First Republic Securities Company LLC Pershing LLC, Clearing Firm Mutual Fund BIN # (Please contact FRSC to set up a BIN #) FFC Account Number 33L166635 FFC Account Name: Valley Christian Schools (Stock Donation)
<i>Contact Information</i>	First Republic Securities Company Attn: Sam Schoner, Mary Jane Reyes and Hilary Yu 111 Pine Street San Francisco CA 94111 (415) 262-4118 or Email schonerteam@firstrepublic.com