

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.

Thank you for your cooperation.

All correspondence and questions should be addressed to:

Jackie Wong, Valley Christian Schools

Advancement Associate

100 Skyway Drive

San Jose, CA 95111

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

Stock Delivery Instructions to First Republic Securities Company LLC

Valley Christian Schools Tax ID: 94-1495182

DTC Book-Entry

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

Fed Book – Entry

Delivery of Bonds:

BK OF NYC/Pershing LLC
ABA# 021000018
F/C Valley Christian Schools

Physical Securities

Delivery/Mail Physical Certificates to:

First Republic Securities Company
111 Pine Street
San Francisco, CA 94111
*Please contact Schonerteam before mailing certificates

Account Transfer

First Republic Securities Company LLC
Pershing LLC, Clearing Firm
DTC #0443
Attn: Sam Schoner
111 Pine Street
San Francisco CA 94111

Mutual Fund Transfer

First Republic Securities Company LLC
Pershing LLC, Clearing Firm
Mutual Fund BIN # 930-300462
FBO Account Number 33L166635
FBO Account Name: Valley Christian Schools

Contact Information

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