



Making Gifts of Securities to The Chestnut Hill School

Donors wishing to make a gift of securities to The Chestnut Hill School should place their instructions to their broker or investment adviser in a letter which includes the following information: the name of the stock to be given, the number of shares (or approximate dollar amount of the gift), and the purpose of the gift (Annual Fund, Capital Campaign, endowment, other restricted purpose). In the letter, they should also ask their broker to contact the Director of Finance and HR - Lisa Halm, at lhalm@tchs.org or (617) 264-1341 to arrange the stock transfer. A copy of this letter of instruction should be sent or faxed to:

Lisa Halm
Director of Finance and HR
The Chestnut Hill School
428 Hammond Street
Chestnut Hill, MA 02467
lhalm@tchs.org
Fax: (617) 738-6602

If the securities will be transferred via DTC, you will need to provide the broker or bank with the following information necessary to make the transfer:

- **Chestnut Hill School broker:** UBS Financial Services
- **DTC#:** 0221
- **Contact:** UBS Wealth Advice Center
877-827-7870
- **Account Name:** The Chestnut Hill School
- **Tax ID #:** 04-2178868
- **CHS's account number with UBS:** 1D X2943

To facilitate the transfer, the bank or broker must contact Lisa Halm at lhalm@tchs.org to notify her when they are ready to make the actual transfer. She can then ensure that UBS is prepared to receive the securities, sell them promptly, and follow up if there are any problems.

Per IRS requirements, the value of the contribution is determined by the mean of the high and low price on the date of the gift. In the event, the value of the stock is less than the intended pledge amount, the Advancement Office will notify the donor.

Updated by LH April 28, 2021