

INSTRUCTIONS FOR GIVING SECURITIES TO CARROLLWOOD DAY SCHOOL

In order to donate securities to Carrollwood Day School, you may ask your bank or broker to handle the transaction for you. The easiest way to give securities is by electronic transfer between financial institutions. To initiate this process, please contact our Advisor at Raymond James Financial:

Advisor Information:

Doreen Connolly
Raymond James Financial
813-961-3485

Account Information:

Carrollwood Day School
Account Number: 28065544
DTCC Number: 0725
Account Service Number: 813-968-8716

To complete this transfer, your financial institution will most likely need a signed Letter of Instruction completed by all beneficial owners of the account. For your convenience, a pre-formatted Letter of Instruction has been created and will work for most institutions. The form is attached. Please consult with your Advisor or financial institution to confirm their specific requirements.

For the purpose of determining your federal income tax deduction, the value of a gift is its fair market value (the mean between the high and the low quotations) on the gift date. The gift date is the date that the securities pass unconditionally from the donor's control to Carrollwood Day School.

- If the securities are transferred electronically to the Carrollwood Day School account at Raymond James Financial, the gift date is the date the securities are received in the account.
- If the securities are mailed, the gift date is the date of the postmark.
- If the securities are delivered in person, the gift date is the date on which Carrollwood Day School takes possession of the securities.

You will receive a letter of acknowledgement on behalf of Carrollwood Day School that describes the securities that were given, the purpose for which they were given, and the valuation credited by CDS.

If you have any questions concerning these instructions for the transfer of securities, please contact one of the following:

Larry Pittman, CFO
Carrollwood Day School
lpittman@cdspatriots.org

OR

Michelle Robinson
Director of Advancement
Carrollwood Day School
mrobinson@cdspatriots.org

Disclaimer: Any information supplied above is for information purposes only. Carrollwood Day School, and its employees, are neither financial advisors nor tax professionals. You are encouraged to consult with your own professional tax advisor for further information and consideration of your individual circumstance.

****Sample Letter of Instruction****

Date

Your broker's name
Your broker's address
Your broker's fax number)

Re: (Your Name & Account Number)

Dear (Your broker):

Please transfer ___ shares of (Security Name and Ticker Symbol) from the above captioned account.
Please send to the account listed here:

Carrollwood Day School
Account Number: 28065544
DTCC Number: 0725
Account Service Number: 813-968-8716

If you have any questions about this transfer, please call (me/us) at (phone number).

Thank you,

(Signature of Account Holder(s))
(Address of Account Holder(s))

**** Many brokerage firms will take a fax of your letter of instruction.
Please call your broker for instructions on how to most easily
facilitate the transfer of securities from your account.****