



**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 Jamieson Bunn at jbunn@urbanschool.org, via phone at 415 593 9538, 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 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 9538 if you have any questions or require further information.