Instructions for Gifts of Appreciated Securities and Stocks

**IMPORTANT NOTE:** Before starting a transfer, please notify Chico State and provide your broker’s name, the security description and number of shares, transfer date, and gift designation.

Gifts of appreciated, publicly traded stocks and securities held more than one year allow you to avoid capital gains taxes while also receiving a tax deduction. You can specify an area to support or designate proceeds to the Chico State Fund, which helps meet the University’s greatest needs.

**Brokerage Information:**

Brokerage Firm: Charles Schwab & Co.
Account Name: University Foundation, CSU, Chico
Account #: 2207-2139  DTC #: 0164  Tax ID #: 95-1230865

**Transfer Instructions:**

A) Electronic Transfer

1. Write your securities company, broker, or mutual fund administrator a letter that contains the following statement: “This is your authorization to transfer (number) of shares of (stock/mutual fund name) to Charles Schwab & Co. for deposit to Account #2207-2139, in the name of and for the benefit of University Foundation, CSU, Chico DTC #0164.” You can also use our sample letter.

2. Please send us a copy of your authorization letter by mail, fax, or email.
   
   ATTN: Dwight Seuser
   California State University, Chico
   400 West 1st Street
   Chico, CA 95929-0155
   Phone: 530-898-5297 / Fax: 530-898-4747 / Email: dseuser@csuchico.edu

B) Transfer by Mail

1. Unsigned certificates should be sent in one envelope. A fully executed “Stock Power” form should be sent in a separate envelope.

2. If you use the U.S. Postal Service, your gift is completed as of the postmarked date. If you use a delivery service or hand-deliver certificates, your gift is completed when received by an authorized Chico State representative.

**Notes:**

- Gifts of Investment Funds are not openly traded in the securities market. Transferring these funds may take several weeks to complete, so please allow adequate time to meet any desired tax deadlines.
- The amount of your tax deduction depends on the value of the securities on the date the gift is received.
- To be sure that your gift is completed by December 31 of any year, allow a minimum of 10 working days for the transfer of stocks and bonds and at least 30 days for mutual funds.

Questions? Please contact Dwight Seuser, Director Advancement Services & Annual Fund, at 530-898-5297 or dseuser@csuchico.edu.