



## Securities Transfer

Gifts of appreciated long-term securities, including stocks, bonds, and mutual fund shares, may generate very favorable tax benefits for the donor. At the time the gift is made, the donor may receive a tax deduction for the fair market value of such securities if owned for more than 12 months. NSF's Tax ID: 23-7065010

To make a gift of securities, contact **Bruce McVittie, Treasurer**, at [nsftreasurer@newtonschoolsfoundation.org](mailto:nsftreasurer@newtonschoolsfoundation.org).

Also, to assure a timely and accurate transfer, please find below the transfer instructions to provide to your broker.

### Shares Held in an Account

**1. Send your broker or banker a letter of authorization stating your wish to transfer securities to Newton Schools Foundation.** Our investment manager will need the following information:

- Name, type and number of shares being transferred
- Acquisition date of the shares you're transferring
- Cost basis
- Whether your gift is unrestricted or for a specific purpose, and
- The date by which the gift should be transferred (two to three business days is normal)

In order to transfer securities, **your broker will need the following information:**

CIBC National Trust Company  
100 Federal St.  
Boston, MA 02110  
Contact: Elizabeth DeLaitsch [Elizabeth.DeLaitsch@cibc.com](mailto:Elizabeth.DeLaitsch@cibc.com)

DTC Eligible Participant #: 5409  
F/B/O CIBC National Trust Company #: 74-2061-01-3  
F/C: NEWTON SCHOOLS FDN, TUA-GIFTS  
41-0368-11-2

**2. Email a copy of the letter** to Bruce McVittie, Treasurer at [nsftreasurer@newtonschoolsfoundation.org](mailto:nsftreasurer@newtonschoolsfoundation.org).  
**or mail it** to Treasurer, Newton Schools Foundation, PO Box 590020, Newton MA 02459.

*Note: Newton Schools Foundation must be notified of the transfer details by telephone or letter in order to properly credit your gift. Because DTC information often does not include the name of the owner of the assets, stocks sent without advance notice cannot be matched to the transfers, and we must return them electronically with a request for the identity of the donor.* In accordance with IRS guidelines, the date of your gift will be the date that Newton Schools Foundation assumes ownership of the shares. For crediting purposes, the value is determined as the average of the high and low listings on that date.

## Shares in Certificate Form

If the stock or bond is in certificate form, mail the unendorsed certificate(s) to Newton Schools Foundation with a letter that specifies Newton Schools Foundation as the recipient and outlines the details of the contribution. The letter should be signed by the registered owner of the certificate.

Under a separate cover, send a copy of the letter and a signed stock power form (available at your local bank). Sign one stock power form for each security, making sure the signature corresponds exactly with the name as it appears on the stock certificate. Leave the other sections of the form blank. Mail the documents to:

Treasurer  
Newton Schools Foundation  
P.O. Box 590020  
Newton, MA 02459