



## Gifts of Stock Procedures Form

Thank you for your interest in making a gift of stock to San Francisco AIDS Foundation.  
**Please complete this form to execute your transfer:**

Donor Name: \_\_\_\_\_  
Donor Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Stock Name: \_\_\_\_\_ # of Shares: \_\_\_\_\_ Approx. Gift Value: \$ \_\_\_\_\_  
Financial Advisor Name: \_\_\_\_\_  
Financial Advisor Phone \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
This gift is made in support of \_\_\_\_\_ who is participating in \_\_\_\_\_  
This gift is made in honor/memory of \_\_\_\_\_

**1. Submit a copy of this completed form to your broker with the following information for the Foundation's account with Bank of America.** San Francisco AIDS Foundation is not authorized to execute the transfer of stock on your behalf.

**Account:** Bank of America/US Trust  
**Account #:** 011003218799  
**Agent Bank #:** 20955  
**DTC #** 0955

**Representative:** Hector Santillan  
**Phone Number:** 213-861-5228  
**Fax:** 213-457-2560  
**Email:** hector.m.santillan@bofa.com

**San Francisco AIDS Foundation Tax ID:** 94-2927405

The Foundation will use the average of the high and low price of the stock on the day the shares are received in the foundation's account to value the gift. Please consult your tax advisor to determine the amount of your charitable deduction.

**2. When you have initiated the transfer of stock, please email or mail this form to the attention of Andi Klash, Donor Systems Specialist, so that we may confirm receipt of your gift and provide a timely acknowledgement letter.**

**EMAIL:** aklash@sfaf.org  
**MAIL:** San Francisco AIDS Foundation  
Attn: Andi Klash  
940 Howard Street  
San Francisco, CA 94103