



## STOCK CERTIFICATE PROCEDURES FOR DONOR(S)

**When gifting Stock Certificates to The San Diego Foundation donors have the option of signing the back of the certificate or completing a separate Stock Power. For security reasons it is preferable to have the certificate (unsigned) and a separately signed Stock Power.**

### **A. Procedures for donor to sign the back of the Stock Certificate**

1. **Do not fill in the area that indicates who to assign the stock to.** If the donor fills in “assigned to The San Diego Foundation” on the back of the stock certificate, this will require issuing a new stock certificate before the stock can be sold creating a potential delay of up to 30-45 days.
2. **Signature(s) must be guaranteed.** The donor must sign the back of the certificate exactly the way their name appears on the front of the certificate in the presence of a bank representative or broker. The bank or broker will then guarantee the signature(s).
3. In addition, the donor should sign a letter stating they are gifting the stock to The San Diego Foundation. This letter needs to be signed by all names that appear on the Stock Certificate, but does not need to be signature guaranteed.
4. Donor will be given a receipt from TSDF when stock is received.

### **B. Procedures for donor with Stock Certificate and separate Stock Power**

1. Donor does not sign the back of the Stock Certificate.
2. **Donor does not fill in “assigned to” on the stock power.**
3. Donor signs an Irrevocable Stock Power with **signature guaranteed.** The donor must sign the stock power in the presence of the bank representative or broker exactly the way the name appears on the front of the certificate. The bank or broker will then guarantee the signature(s).
4. In addition, the donor should sign a letter stating they are gifting the stock to The San Diego Foundation. This letter needs to be signed by all names that appear on the Stock Certificate but does not need to be signature guaranteed.
5. Donor will be given a receipt from TSDF when stock is received.
6. If donor is mailing these documents to The San Diego Foundation, the certificate should be mailed in a separate envelope from the Stock Power. This will prevent others from being able to sell the stock