

Giving Stock to Le Moyne College

Securities may be given at their present market value as an outright gift to Le Moyne College. In this way, you can avoid capital gains tax and receive an income tax donation based on the stock’s fair market value. When transferring securities, it is important to use our full legal name and correct address.

|  |  |
| --- | --- |
| Le Moyne College  Office of Advancement | Phone (315) 445-4545 Fax (315) 445-6073 |
| 1419 Salt Springs Road |  |
| Syracuse, NY 13214 | Federal Tax ID # : 15-0545841 |

It is College policy to sell stock immediately upon transfer to our account.

**To Donate Stock by Electronic Transfer**

Instruct your broker to initiate a transfer to the following account for Le Moyne College. Use the attached transmittal letter to document your request and forward to both your broker and our office.

## DTC ELIGIBLE SECURITIES

## Deliver via DTC

Key Bank NA  
Participant # 2205 (this is the DTC #)  
Reason Code 40  
FBO Le Moyne College; Acct # 1355202.4   
Contact name : **Mike Salem**  
(Office Telephone No.) 216-689-7663  
(Email) michael\_e\_salem@keybank.com

**If Mike is unavailable, contact:  
IAS Resource Center  
888-539-7747**

***To Donate Stock by Mail 🡪 Please contact Le Moyne’s Advancement Services Department prior to sending.***

Use registered mail to send unendorsed stock certificates and a letter of intent stating the name and number of shares of stock to be transferred and the purpose for which your gift is to be used. If the certificate(s) represent more shares than you intend to give, you will be issued a new certificate for the remaining shares.

In a separate envelope, mail to the Office of Advancement a signed stock power form with a medallion guarantee seal and a completed Key Bank disclaimer form. These forms are available from the Office of Advancement.

Valuation

The value of a gift of stock is determined by the delivery date when the securities pass unconditionally from your control. The IRS stipulates that the gift value be determined by calculating the mean between the high and low quotations on the delivery date the transfer takes place.

  
Transmittal Letter to Donate Stock

Donor Information

|  |  |
| --- | --- |
| Donor Name |  |
| Address |  |
| Telephone |  |
| Email |  |

Broker Information

|  |  |  |  |
| --- | --- | --- | --- |
| Your Broker’s Name |  | | |
| Broker’s Firm |  | | |
| Address |  | | |
| Telephone |  | Your Acct No. |  |

To the Above-Named Broker: DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Upon receipt of this letter, please wire transfer:  
 *Number Name of Stock*

\_\_\_\_\_\_\_\_\_\_ shares of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a charitable gift to Le Moyne College, to be used for the following purpose *(please check)*:

Unrestricted, where need is greatest  
 Restricted *(specify purpose):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Transfer Information: Deliver via DTC

Key Bank NA  
Participant # 2205 (this is the DTC #)  
Reason Code 40  
FBO Le Moyne College; Acct # 1355202.4   
Contact name : **Mike Salem**  
(Office Tel. #) 216-689-7663  
***(If Mike is unavailable, contact:  
IAS Resource Center 888-539-7747)***

## *Donor’s Signature(s) as name(s) appear on account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*IMPORTANT:* ***To ensure that your gift is processed and properly credited, this form should be delivered or faxed to both your broker and Le Moyne College, fax (315) 445-6073***

**Le Moyne College, Office of Advancement  
1419 Salt Springs Rd., Syracuse, NY 13214 Phone (315) 445-4545**