



WINSTON-SALEM STATE UNIVERSITY GUIDE FOR GIFTS OF SECURITIES

This guide is provided to alumni and friends making gifts to Winston-Salem State University using *appreciated* securities that are publicly traded, including stocks, bonds, and mutual funds. Generally, a donor is entitled to a charitable deduction for the full fair market value of appreciated securities, provided that they have been held longer than one year, and usually avoids paying the capital gains tax that would be due if the donor sold the securities. The following outlines procedures for making gifts of appreciated securities to Winston-Salem State University. For specific legal, tax, or investment questions, we recommend you consult your financial, legal, or tax professional.

To Donate Publicly Traded Stock or Bonds held at a Bank or Brokerage Firm

If the securities you wish to donate are held in a brokerage account, instruct your broker to transfer them to Winston-Salem State University, using the following electronic transfer (DTC) instructions:

**BB& T Scott & Stringfellow Securities
DTC #0702**

**For Further Credit to Winston-Salem State University Foundation
Account#: 021000018**

**Contact Name: Dietrich T. Spencer
(336) 750-3140**

Simultaneously, please contact Winston-Salem State University Advancement Services with the following information (contact information is provided at the end of this guide):

- The corporate name and number of shares of each security you have authorized to be transferred;
- The purpose of the gift (e.g., C. E. Gaines Endowment, General Scholarship, etc.);
- The name and phone number of your broker.

VERY IMPORTANT

Because of the complexity of the DTC system, it is difficult, and usually impossible, for the University's broker to identify the source of a stock transfer. It is critical that you comply with the request above to contact Advancement Services about your pending securities gift. This procedure will ensure that we are able to acknowledge and apply your gift properly. Please contact Advancement Services if you wish to donate securities using a different brokerage firm.

To Donate Publicly Traded Stocks or Bonds You Hold in Certificate Form

Send the following documents to the Advancement Services Office at the address noted at the end of this document:

1. The certificate(s), unsigned
For your protection, it is advisable to use certified U.S. Mail.
2. A stock power for each certificate
Do not complete the stock power form(s), except for the signature line. The signature(s) affixed to each stock power must match the certificate owner's name(s) as it appears on the face of each corresponding certificate(s), and must be guaranteed by an officer of a commercial bank or brokerage.

VERY IMPORTANT

To prevent unauthorized negotiation of your stock or bond certificate(s), the certificate(s) should never be mailed in the same envelope with a signed stock power. Please mail stock power forms separately from certificates.

3. A letter of intent
The letter of intent should indicate your wish to donate the subject securities to Winston-Salem State University. The letter should be signed by the owner(s) of the certificate(s), and can be enclosed in either the envelope containing the stock certificate(s) or the stock power(s). The letter should also indicate the purpose for which the securities are being donated (e.g., Winston-Salem State University Fund or a restricted fund).

To Donate Mutual Fund Shares

Contact your mutual fund representative and ask whether an account for Winston-Salem State University has already been established at the investment company. Most likely, there is not an existing account, and one will need to be opened.

- Ask your representative for documents to open a new account;
- Forward these documents to the Winston-Salem State University Advancement Services Office, accompanied by a letter indicating your intent to donate mutual fund shares to the University. In your letter, please provide the name of the mutual fund, the number of shares or dollar amount you intend to donate, the purpose of your gift (e.g., Winston-Salem State University Fund or a restricted purpose), and your current information to enable us to contact you;
- The University will inform you of its new account number, as soon as it is issued;
- Contact your mutual fund representative and issue instructions to make your gift to Winston-Salem State University' account.

Effective Date and Value of Your Gift

Winston-Salem State University will value your publicly traded securities based on the mean market value of the securities on the date of the gift, and will provide you with an acknowledgement specifying the resulting calculation. The gift date is determined according to the method of delivery, as outlined below. These standards were developed according to guidance offered in IRS Publication 561. Valuation of closely held securities may differ.

- Delivery by U.S. Mail – the postmark date of the separately mailed certificate(s) or properly completed stock power(s), whichever is later;
- Delivery by Courier (FedEx, UPS, etc.) – the date of receipt (by the University) of the separately mailed certificate(s) and properly completed stock power(s), whichever is later;
- Delivery by electronic transfer, or DTC - the date the donated securities are received in the University's brokerage account;
- Delivery in person (to an officer or employee of the University) - the date on which the employee receives the certificate(s) *and* properly completed stock power(s);
- Delivery by re-registration of a certificate to Winston-Salem State University – the date on the re-issued security (this method of delivery can take several weeks and could compromise a donor's tax deduction in a given year if re-registration is not complete prior to the donor's tax year);
- Delivery by transfer of mutual fund shares – the date on which the shares are deposited in the University's mutual fund account (the public redemption price on this date, usually the fund net asset value at the close of the preceding business day, is used to calculate the value of your gift).

Split Certificates

Winston-Salem State University can arrange for a stock or bond certificate to be split if you wish to donate only a portion of the units specified on the face of the certificate. Please refer to instructions above "To Donate Publicly Traded Stocks or Bonds You Hold in Certificate Form." In your letter to Winston-Salem State University, please indicate the number of shares (or dollar amount of bonds) you wish to donate. We will also need the social security number of the certificate owner(s). Additionally, please provide current contact information so we can reach you if we need further information. Since splitting a certificate involves re-registration in the corporation's records, the date of the gift is the date on the certificate issued to Winston-Salem State University.

Winston-Salem State University Contact Information

WSSU Advancement Services

Dietrich T. Spencer

31 Blair Hall

Winston-Salem, NC 27110

Phone: (336) 750-3140

Fax: (336) 750-3000

Email: spencerdt@wssu.edu