

## GIVING SECURITIES TO RUSSELL SAGE COLLEGE

Please contact the Russell Sage College office of Institutional Advancement to notify us that you are making a gift of stock at (518) 244-2224 or email [carlss1@sage.edu](mailto:carlss1@sage.edu). **This step is crucial because Russell Sage College will not be aware of your gift until your notification is received.**

### Securities Held by the Donor's Bank or Broker:

Instruct your bank or broker, in writing, to transfer the securities you wish to give to:

Contact: Bridget Ball-Shaw  
Pinnacle Investment, LLC  
125 Wolf Road Suite 406  
Albany, NY 12205  
Phone (518) 514-1800 ext 252  
Fax (518) 514-1085  
DTC Number 0141(First Clearing Corp)  
Account Name: Russell Sage College Account Number: 2184-2922

Include in this letter of intent: the name of donor, the name of the security(ies), the number of shares transferred, the exact date of transfer, the broker and company the donor used, and the purpose of the gift. A copy of this letter must be sent to:

<b>VIA MAIL:</b> Sara Carlson Director, Advancement Resources Russell Sage College 65 1st Street Troy, New York 12180	<b>VIA FAX:</b> Sara Carlson Director, Advancement Resources Fax (518) 244-6871 Phone (518) 244-2224	<b>VIA EMAIL:</b> Sara Carlson Director, Advancement Resources <a href="mailto:carlss1@sage.edu">carlss1@sage.edu</a>
--	--	--

### Securities Held by the Donor:

Send unendorsed certificates, by mail, along with a letter of intent that includes your name, address, and purpose of the gift to Sara Carlson at the above address. The letter of intent should be signed by ALL of those whose names appear on the stock certificate.

***Under separate cover***, mail to the same address a stock power, executed in blank for each security, along with a copy of your letter of intent.

### Mutual Funds:

Please note that mutual funds require specific accounts to be set up before transfer, which may add additional time. If you are transferring mutual funds, please discuss this timeframe with your broker.

### Gift Valuation:

Your gift is considered to have been made on the date securities pass unconditionally from your control. The value of the gift is the average of the high and low quotations on the date the gift is made. Russell Sage College will notify you of the valuation of your gift.

If you have questions about gifts of securities, please call, write, or email Sara Carlson. Donors should consult their own attorneys for tax advice about specific gifts

**FEDERAL TAX ID # is 14-1338488**

