

HOW TO MAKE GIFTS OF SECURITIES TO GRAND VALLEY STATE UNIVERSITY

Many friends and alumni of Grand Valley State University make charitable contributions to the university using stocks, bonds, and mutual funds, rather than cash gifts. While their income tax charitable deduction tax savings are the same as with cash, they avoid paying capital gains tax by directly transferring securities to Grand Valley. When applying their gifts of securities to life income plans (gift annuities, charitable trusts, etc.) they will likely also increase their income.

Here are the preferred procedures for you to transfer publicly traded securities gifts to Grand Valley:

1. Securities held in a Brokerage Account:

Before you make your stock gift, please call (616) 331-6000 and ask for our Development Gift Coordinator. Together we can decide the best application for your securities gift.

Notify your broker that you intend to make a gift of securities to Grand Valley State University. Request that your broker contact the gift coordinator at University Development, (616) 331-6000, for further instructions. Your broker may then call our assistant treasurer, (616) 331-2257, for instructions to transfer your securities (DTC#0141) to our broker, or to make other arrangements.

Send a brief Transmittal letter to the University Development Office. (See Transmittal Letter Instructions).

2. Securities in Certificate Form (in your possession and name) you may either:

Mail the un-endorsed certificate(s) in one envelope and, in a separate envelope, mail a signed (signature guaranteed) stock/bond power* (one per issue) along with a transmittal letter (See transmittal letter instructions) to University Development. Please use registered mail for both envelopes.

*Stock/Bond Power form available from brokerage, from University Development.

OR

Personally deliver the certificate(s) and a transmittal letter (See transmittal letter instructions) to the University Development Office.

3. Please note that gifts of closely held stock need special handling by the Development office.

NOTE: It is strongly recommended that certificates not be sent to a transfer agent for registering in the University's name. This procedure is unnecessary and results in needless delay of the transfer.

Gift Credit. For publically traded securities, Grand Valley will help establish a value for your gift by calculating the mean value between the high and low selling prices on the date the securities are transferred to the university. The applicable transfer date is the date on which you irrevocably part with all ownership of the securities; this is usually the date of electronic transfer, mail postmark date or the date you physically surrender your certificates to University Development. Your gift will receive standard receipt processing.

Transmittal Letter Instructions. We recommend and request for each gift that you forward (mail, fax, e-mail) a brief letter to University Development which states your:

Name

Address

Describes the stock gift

States purpose for which your gift is being made