

THE SAN FRANCISCO FOUNDATION

The Community Foundation of the Bay Area

225 BUSH STREET, SUITE 500, SAN FRANCISCO, CA 94104-4224

Transfer Instructions for Gifts of Stock

Please notify The San Francisco Foundation in writing whenever you intend to transfer a gift of securities. The simplest way to do this is to fax to the Foundation a copy of the instructions that you give to your broker. Address this fax to Attn: Philanthropic Services at (415) 399-1610. The letter of instruction should include a description of the security (e.g. 50 shares of XYZ Corporation common stock), as well as the name of your Fund at the Foundation.

To facilitate your gift, please transfer securities to the Foundation's brokerage account at Morgan Stanley Smith Barney:

Morgan Stanley Smith Barney
Attn: Doug Treter
1333 North California Blvd, Suite 133
Walnut Creek, CA 94596
Phone: (925) 746-2912 or (800) 745-6110
FAX: (925) 746-2942

Account #: 125-523576-066
Account name: The San Francisco Foundation
DTC #: 0015
Reference: Please ask your broker to reference you as donor and the name of the donor fund to be credited

If you hold the stock certificate you wish to donate, you may either deliver it to the Foundation along with a signed stock power or mail it. Please send the signed stock power under separate cover. Forward to:

ATTN: Donations
The San Francisco Foundation
225 Bush Street, 5th Floor
San Francisco, CA 94104-4224

Mutual Funds

Morgan Stanley Smith Barney can handle most mutual fund transactions. However, there are a number of mutual funds that can only be handled directly through the mutual fund firm. These gift transactions will take longer to complete than a standard gift of publicly traded stock or mutual funds. In order to handle your gift as efficiently as possible, please contact Philanthropic Services at 415.733.8500 to confirm the trading status of your mutual fund.

For general questions about charitable gifts to the Foundation, or for gifts other than stock (e.g. real estate or personal property), please contact Philanthropic Services at 415.733.8500.

The Foundation's Tax ID Number is 01-0679337