Thomas COLLEGE Advancement

GIFTS OF STOCK OR SECURITIES

The Thomas College Treasurer, **Eric Norman**, is the contact person for all gifts of stock or securities. He can be reached at **207-859-1113 or eric.norman@thomas.edu**.

For donors using a broker to conduct the transaction, be sure the broker indicates the name of the donor(s) on the transfer so that Thomas College knows to whom to credit the gift. The date the stock is credited to the Thomas College account determines the date and value of the gift. Brokers may not always complete the transfer to the Thomas College account on the same day that shares are transferred from the donor's account, or they may transfer shares to an incorrect account. Donors and their brokers should take care to inform Thomas College that a stock transfer is imminent and supply information regarding the delivering broker/bank, date sent, quantity of stock, and type of stock, so that Thomas College can ensure that the transaction is completed in a timely way. This is especially important for any gift where timing is important for tax-related or other reasons.

Donors of appreciated securities should take special care not to sell the securities before giving them to Thomas College, as this may affect capital gains liability.

For broker transfers:

DTC#: 2024
Reliance Trust Company
FBO: Thomas College
5990897708

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For donors holding securities in their own name, the unendorsed stock should be sent in its own envelope to:

Thomas College
Attn: Eric Norman
180 West River Road
Waterville, ME 04901

In a separate envelope, sent to the same address, the donor should mail a signed stock power that is signature guaranteed. There should be one signed stock power for each stock type being given. The postmark governs the gift date and is the date used in valuing the gift. For year-end gift credit, the envelope must be postmarked by midnight, December 31, to count in the current calendar year, and by June 30 to count in the current fiscal year.

The postmark must be from the U.S. Postal Service, not a private carrier, such as UPS or FedEx.

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Gifts of publicly traded securities (including bonds) and some restricted stocks are valued at the stock's average of the high and low price on the day the stock is credited to the Thomas College account. In determining gift credit, Thomas College reserves the right to consider any special factors affecting the marketability of the stock.