



San Francisco Botanical Garden Society Stock Transfer Instructions

The easiest way to make a donation of securities to San Francisco Botanical Garden Society is by way of DTC (Depository Trust Company). To assure that your gift is received, properly credited, and acknowledged for tax purposes, please follow the instructions below:

1. Notify Randy Davis, SFBGS Development Services Manager (phone: 415.661.1316 ext 300; fax: 415.564.3901; email: rdavis@sfbotanicalgarden.org) to provide the following information:
 - a) Your name and telephone number
 - b) The name of the company whose shares are to be donated
 - c) The number of shares to be donated
2. For all DTC-eligible securities:

Have your broker arrange a transfer by calling our broker Kurt R. Peterson at Morgan Stanley Smith Barney (telephone and fax below). Request in writing that securities be delivered in negotiable form to Morgan Stanley Smith Barney LLC for the Account of: SAN FRANCISCO BOTANICAL GARDEN SOCIETY, Account #528-72029-14-662, DTC #0418.

Kurt R. Peterson
Morgan Stanley Smith Barney LLC
Second Vice President, Wealth Management
750 Lindero, Suite 300
San Rafael, CA 94901
Telephone: 415.482.2738 – Toll free 800.777.3489
Fax: 415.482.2750
E-mail: kurt.r.peterson@smithbarney.com

To ensure proper credit for your gift, send a FAX or email a copy of the written request to Randy Davis at 415.564.3901 (fax) or rdavis@sfbotanicalgarden.org.

3. If shares are to be delivered in certificate form, deliver to:

Randy Davis
Development Services Manager
San Francisco Botanical Garden Society
1260 9th Avenue
San Francisco, CA 94122
Telephone: 415.661.1316 ext 300
Fax: 415.564.3901
E-mail: rdavis@sfbotanicalgarden.org

4. SFBSGS will send you an acknowledgment letter for tax purposes, indicating when the shares were received by Morgan Stanley Smith Barney LLC, the name of the stock transferred, and the number of shares in the transaction.