



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: 415.564.3239 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 Peterson at Smith Barney (telephone and fax below). Request in writing that securities be delivered in negotiable form to Smith Barney for the Account of: SAN FRANCISCO BOTANICAL GARDEN SOCIETY, Account #240-20643-11-234, DTC #0418.

Kurt Peterson
Smith Barney
555 California Street, 35th Floor
San Francisco, CA 94104
Telephone: 415.955.1530 – Toll free 800.227.5152
Fax: 415.955.1505
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: 415.564.3239 ext 300
Fax: 415.564.3901
E-mail: rdavis@sfbotanicalgarden.org

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

Thank you!