

## Instructions for Gifting of Securities

Your gift of securities to Child & Family Service is truly appreciated and helps to further our mission. We want to hear from you so that we can confirm and acknowledge your gift. To ensure that we acknowledge your gift with a proper tax receipt, please complete the following information and submit it to:

Child & Family Service  
Development & Communications Office  
1001 Bishop St., Ste 780, Honolulu HI 96813  
Email: [development@cfs-hawaii.org](mailto:development@cfs-hawaii.org)

### Donor Information

First Name	Middle Initial	Last Name		
Mailing address: Street		City	State	ZIP
Phone	Email			

Please notate below how you would like to be recognized in CFS materials (if different from above):

### Broker Information

Firm Name	Contact Name			
Mailing address: Street		City	State	ZIP
Phone	Email			

### Donor Intent

- Please use this gift to support the most pressing needs of Child & Family Service
- Please restrict my gift to: \_\_\_\_\_
- This gift is in honor of: \_\_\_\_\_ or, in memory of: \_\_\_\_\_

Donor Signature	Date
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### Valuation and Acknowledgement of your Gift

Valuation is calculated on the date of contribution, which is the date marketable securities are transferred to Child & Family Service.

An acknowledgement letter and tax receipt with this stated valuation will be sent to the donor address listed above.

## Delivery Instructions for Gifts of Securities

### Notification and coordination

If you would like to transfer securities to Child & Family Service please have your broker and or delivering party contact the following:

1. **Child & Family Service Chief Financial Officer, Vivian Yasunaga at (808) 681-3500** or via email to [vyasunaga@cfs-hawaii.org](mailto:vyasunaga@cfs-hawaii.org) to let her know that you wish to make a gift of securities in support of Child & Family Service.
2. **First Hawaiian Bank's Institutional Wealth Management and Securities Processing Team namely:**
  - **Jerelyn Brown, our Account Administrator, at (808) 525-5869** or via email to [jbrown@fhb.com](mailto:jbrown@fhb.com) and [iwmservicecenter@fhb.com](mailto:iwmservicecenter@fhb.com) to inform them about your gift.
  - **Kai Steuer at (808) 525-7130, Securities Processing & Custody Department,** or via email to their team email address [market@fhb.com](mailto:market@fhb.com) to provide them with detailed information of the securities that will be gifted (i.e. shares, security description, CUSIP number or ticker symbol and when to expect receipt, contact person etc.).

## SEI Private Trust Delivery Instructions

Depending on the type of securities being gifted, your broker must utilize the delivery instructions provided below.

<b>DTC Clearing Number:</b>	SEI Private Trust Company DTCC Participant # 2039
<b>ACAT Eligibility</b>	ACAT Participant # 2039
<b>Dividend Reinvestment:</b>	Issue a certificate or set-up DRS (if eligible) for whole shares. Please liquidate all fractional shares and stop dividend reinvestment
<b>Mutual Fund Transfers:</b>	Please Contact SEI Private Trust Company ACATS Department/Hillside 2 Team Line: 610-676-4415, Fax 610-676-2115, e-mail <a href="mailto:stcassetmovement@seic.com">stcassetmovement@seic.com</a> <b>* SEI will not accept money markets and/or cash reserve funds in-kind. If applicable, please liquidate and send as cash.</b>
<b>Partial Transfers:</b>	SEI Private Trust Company is authorized to accept PTDs sent via the ACAT system for all mutual funds, equities and cash.
<b>Physical Securities &amp; Bear Issues:</b>	Overnight Mailing: Attention: SPTC Special Activities Group One Freedom Valley Drive Hillside 2 Oaks, PA 19456
<b>Federal Reserve Bank Book Entry (Securities Only):</b>	ABA Number: 042000013 FRB Mnemonic: U.S.Bank, N.A. Trust Sub Account: 1050/Trust For SEI Account: 001050985490 Further Party Info (or Free Text): SEI A/C #/Name
<b>Foreign Assets:</b>	Please Contact SEI Private Trust Company to setup delivery. Global Department Team Line: 610-676-8789
<b>Options Deliveries:</b>	<b>* DO NOT ACCEPT</b>
<b>Limited Partnerships:</b>	<b>* DO NOT ACCEPT</b>

**\*ALL DELIVERIES MUST INCLUDE THE CLIENT'S NAME AND SEI PRIVATE TRUST COMPANY ACCOUNT NUMBER.**