

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
Office of Advancement
91-1841 Ft. Weaver Rd., Ewa Beach, HI 96706
Email: cfsadvancement@cfs-hawaii.org

Donor Information

First Name	Middle Initial	Last Name
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Mailing address: Street	City	State	ZIP
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Phone	Email
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Please notate below how you would like to be recognized in CFS materials (if different from above):

Broker Information

Firm Name	Contact Name
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Mailing address: Street	City	State	ZIP
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Phone	Email
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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 Controller, Roxanne Oda at (808) 681-1450** or via email to roda@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 Sullivan, our Account Administrator, at (808) 525-5869** or via email to jsullivan@fhb.com and iwmservicecenter@fhb.com to inform them about your gift.
 - **Jolene Manalo, VP & Manager, at (808) 525-8770, Securities Processing & Custody Department,** or via email to their team email address 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

DTC Clearing Number:	SEI Private Trust Company DTCC Participant # 2663
ACAT Eligibility	ACAT Participant # 2663
Dividend Reinvestment:	Issue a certificate or set-up DRS (if eligible) for whole shares. Please liquidate all fractional shares and stop dividend reinvestment
Mutual Fund Transfers:	See attached mutual fund instructions. If no instructions attached, please Contact SEI Private Trust Company SEI Wealth Platform Free Movement Team /Hillside 3 One Freedom Valley Drive; Oaks, PA 19456 Team Line: 610-676-7896, Fax 484-676-3652 Email: GWSUSFREEMOVEMENTS@SEIC.COM * SEI will not accept money markets and/or cash reserve funds in-kind. If applicable, please liquidate and send as cash.
Partial Transfers:	SEI Private Trust Company is authorized to accept PTDs sent via the ACAT system for all mutual funds, equities and cash.
Physical Securities & Bearer Issues:	SEI Private Trust Company Attention: Physicals /Hillside 2 One Freedom Valley Drive; Oaks, PA 19456
Federal Reserve Bank Book Entry (Securities Only):	ABA Number: 042000013 FRB Mnemonic: US Bank N.A., Trust Sub Account: 1050/Trust For SEI Account # 001050985491 Further Party Info (or Free Text): SEI A/C #/Name
Options Deliveries:	* DO NOT ACCEPT
Limited Partnerships:	* DO NOT ACCEPT

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