



APPRECIATED SECURITIES  
ELECTRONIC TRANSFER  
INSTRUCTIONS

1. Advise your broker that you wish to contribute a specific number of shares of stock to Saint Michael's College. You will most likely need to provide written instructions to your broker.
2. Inform Saint Michael's College of the purpose of your gift (ie: annual fund, endowment, etc.) and the impending stock transfer, either by phone or mail Saint Michael's a copy of the written instructions sent your broker, so we may expedite the matter on our end.
3. Direct your broker to transfer the shares to the College's account:

State Street Bank & Trust Company  
DTC Routing #997  
SMC Account #JZA2

4. Saint Michael's College is a 501(C)3 Organization. Our tax identification number is 03-0179403.
5. In accordance with IRS regulations, Saint Michael's College values a gift of securities based on the mean value of the securities on the date that the securities are **received** into the College's account.
6. Should you or your broker need additional information or assistance, call Institutional Advancement, Advancement Services Department at 802-654-2618.
7. Mailing address:  
Saint Michael's College  
Attn: Brendan Kinney  
1 Winooski Park  
Box 255  
Colchester, VT 05439

Thank you for your support!