



INSTRUCTIONS FOR MAILING STOCKS OR BONDS TO ST. VLADIMIR'S SEMINARY

Thank you for making a gift of securities to St Vladimir's Seminary. The following instructions are what to do if you actually have the stock certificates in your possession. If you do not have the stock certificates and would like to have your broker transfer the stocks to us electronically, please consult the "Instructions for DTC Transfer of Securities to St Vladimir's Seminary," available on our website or from the Office of Institutional Advancement. If you have any questions at any time, please contact the Office at 914-961-8313, x340 or by email at advancement@svots.edu.

You will need to send four different documents: (1) the stock or bond certificate(s), (2) a letter stating that this is a gift for the seminary and the purpose of the gift, (3) an Irrevocable Stock or Bond Power form, and (4) a notarized Third Party Release form for each certificate. Sample letters and copies of the forms are available on the seminary website at www.svots.edu/support/stock/ or from the Advancement Office, as are instructions for transferring stocks electronically.

The Certificate

Do not sign the stock or bond certificate. The certificate should be sent to the seminary unendorsed, along with your letter confirming your gift.

The Gift Letter

The gift letter should include your name and current address as you wish them to appear in the seminary's gift records, the number of shares and the name of the company, and the specific purpose of the gift. For example, the gift could be "for unrestricted use" or "for the _____ fund." Please include any other pertinent information, such as whether the gift should be recorded in your name only or in the names of you and your spouse and/or family. Let us know if the gift is a memorial and the name of the individual(s) commemorated. This letter should be sent in the same envelope as the certificate(s).

The Stock Power Form

A single Irrevocable Stock or Bond Power form is required for all certificates included in the transaction. Please enter the number of shares to be transferred, the name of the company, and the number(s) of the certificate(s). Sign the form as your name(s) appears on the stock certificate. Please do not fill in the name of the seminary as transferee on this form. This form should be sent in a second envelope, not with the certificate and gift letter.

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The Third Party Release Form

A separate Third Party Release form is required for each certificate included in the transaction. Please enter the number of shares to be transferred and the name of the company. Sign the third party release form as your name(s) appears on the stock certificate and have the form notarized. This form should be sent to the seminary in the same envelope as the Irrevocable Stock or Bond Power form, separate from the certificate(s) and letter.

Seminary Address

Please send the unendorsed stock certificate with the gift letter in one envelope and the signed Irrevocable Stock or Bond Power form and the signed Third Party Release form in another envelope to:

St. Vladimir's Orthodox Theological Seminary
Office of Institutional Advancement
575 Scarsdale Road
Crestwood, NY 10707-1699

Gift Matching

Many employers will match charitable donations to schools and universities. If your company matches, this multiplies your generosity at no cost to you. Please contact your company's human resources department for information about gift matching. If you already have a gift matching form, please send it in the same envelope as the certificate and the gift letter.

If you have any questions, please contact the Office of Institutional Advancement at 914-961-8313, extension 340. Thank you again for your generous support and for being part of our mission and work.