

# STOCK TRANSFER GUIDELINES

## Types of Transfers

You can transfer publicly traded stock to the San Luis Obispo Museum of Art in three ways.

### 1. Broker Transfer

First, ask your broker to contact SLOMA's Administrative Assistant Hayden Gardner (805-543-8562 or hgardner@sloma.org) to alert him of the transfer of a specific number of shares of stock or publicly traded security to the San Luis Obispo Museum of Art's account at Vanguard. Please note that most brokers require that this be in writing. *This is an important step as most broker transfers do not include the donor's name, which is required for the stock sale and for your recognition as a donor!*

Additional information for your broker: only send security certificates by registered or certified mail, and **deliver shares to DTC Broker #0062, Vanguard brokerage services F/C/A 50935314**

*For registered or certified mail:*  
Vanguard Brokerage Services  
455 Devon Park Drive  
Wayne, PA 19087-1815

### 2. Direct Transfer

Bring your stock certificate to the San Luis Obispo Museum of Art, signing the certificate on the reverse side and dating it. Fill in the name of the transferee (San Luis Obispo Museum of Art) and the Museum of Art's Fed Tax ID number (#95-6134270)

### 3. Certificate transfer with accompanying stock power.

Send your unsigned stock certificates to:  
San Luis Obispo Museum of Art,  
PO Box 813  
San Luis Obispo, CA 93406.

In a separate envelope, send a signed stock power, indicating San Luis Obispo Museum of Art as the transferee and the San Luis Obispo Museum of Art's Fed Tax ID number (#95-6134270) in the appropriate place.

The date of transfer, by legal definition the date you relinquish control, and not the date you instruct your broker, will establish the valuation date of your

gift. We will acknowledge all gifts in writing.