

INSTRUCTIONS FOR GIVING SECURITIES TO CARROLLWOOD DAY SCHOOL

If you have questions concerning transfer of securities, please contact:

Larry Pittman

Carrollwood Day School

1515 W. Bearss Ave.

Tampa, FL 33613

Tel: 813-920-2288 / Fax: 813-920-8237

TRANSFERRING SECURITIES

If you decide to give securities, you may ask your bank or broker to handle the transaction for you. The easiest method of giving securities is by electronic transfer between financial institutions. To do this, contact our Advisor at Raymond James Financial.

Advisor Information:

Doreen Connolly
Raymond James Financial
813-960-1079

Account Information:

Registration: Carrollwood Day School

Account Number: 28065544

DTCC Number: 0725

Account Service #: 800-647-7378

To complete this transfer, your financial institution will more than likely need a signed Letter of Instruction completed by all beneficial owners of the account. For your convenience, Carrollwood Day School has created a pre-formatted and easy-to-complete Letter of Instruction that will work for most institutions. This form is attached to the email accompanying these instructions. Please consult with your Advisor or financial institution to confirm your specific requirements.

VALUATION

For the purpose of determining your federal income tax deduction, the value of a gift is its fair market value (the mean between the high and the low quotations) on the gift date. The gift date is the date that the securities pass unconditionally from the donor's control to Carrollwood Day School.

- If the securities are transferred electronically to Carrollwood Day School account at Raymond James Financial, the gift date is the date the securities are received in the account.
- If the securities are mailed, the gift date is the date of the postmark.

- If the securities are delivered in person, the gift date is the date on which Carrollwood Day School takes possession of the securities.

ACKNOWLEDGMENT

You will receive a letter of acknowledgment on behalf of Carrollwood Day School that will describe the securities being given, the purpose for which they were given, and the valuation credited by Carrollwood Day School.

DISCLAIMER

Any information supplied above is for information purposes only. Carrollwood Day School, and its employees, are neither financial advisors nor tax professionals. We encourage you to consult with your own professional tax advisor for further information and consideration of your individual circumstance.

