

Stock Transfer details:

Bank Name: Charles Schwab & Co

Account Name: Univ of Maine School of Law Foundation

Account Address: 300 Fore Street, Portland, ME 04101

Account number: 5117-2118

DTC Number: 0164

Tax Identification Number: 01-0544448

Maine Law Contact: Roxanne Desjardins, Administrative Manager, 207-780-4342

When giving out stock transfer instructions, please ask for the following information from the Donor/Donor's financial adviser:

- Stock name (or ticker symbol)
- number of shares of stock and/or anticipated value
- designation of gift (annual fund, etc.)
- Donor name and class year

When stock transfer is made:* Steps for Roxanne

- Schwab will alert Roxanne that a new gift is in
- Login to Charles Schwab
- Mark Day stock hit acct by looking up History & Statements and write down info such as date, symbol, and how many shares. Ex. 12/19/17 – TYL – 6 Shares
- Record in Abila as the mean value on the day it hit acct
- Click Research at top
- Put symbol ex. "TYL" in search bar on left
- Click company ex. "Tyler Technologies"
- Historical Quote
- Put date and get quote
- Look at Range on right and add both #'s and divide by 2 to figure out mean value. Ex. $178.77 + 181.89$ divided by 2 = \$180.33 mean value
- (If it is a Mutual Fund there will not be a day range so use the Net Asset Value and multiply by the amount of shares to find the credit amount for the donator in Abila)
- Print this page and write the work for mean value for back up.
- Accounts tab – Positions
- Little box with three lines and a drop down arrow
- Sell shares
- See all
- Order Type – Market Order
- Review Order
- Place Order
- Going to go out for sale on stock exchange and will get email from Schwab when sold for how much and the settle date.
- After Settle – go into Schwab acct and see value of sales
- Take Schwab check book and write check for amount settled-for whatever designated for.
- Nicole needs to sign
- In Abila-there will be a difference now. Go back in and put sticky note with info (ex. 6 shares TYL @ mean value of \$180.33, actual value received...\$)
- *Can wait for statement and trade details to fix account. –enter in gain or loss acct under endowment

- In QB – date deposited (Schwab check) ex. Mike Currie Stock Gift – 6 shares Tyler Technology mean value at...
12/20 old stock - \$1071.91.

- *****When write out check make the balance in the account zero.**
*****Sell Stocks Immediately**
*****Before End of Month-write checks out.**