



Community Colleges
of Spokane

How to Give a Gift of Stock to The Community Colleges of Spokane Foundation

When you wish to make a gift of stock to the Community Colleges of Spokane Foundation (CCSF), the following information may be helpful:

CCSF Wiring Instructions (for cash distributions)

- Citibank, NA
- 111 Wall Street
- New York, New York 10005
- ABA 021-000-089
- For benefit of: Charles Schwab & Co., Inc.
- Account Number: 405-53953
- For the account of:
District 17 Community Colleges aka Community Colleges of Spokane Foundation
- Account Number: 1521-7970

CCSF DTC Instructions (for in-kind deliveries)

- Charles Schwab
- DTC 0164
- For the account of:
District 17 Community Colleges aka Community Colleges of Spokane Foundation
- Account Number: 1521-7970

When stock is transferred into our Charles Schwab account, the information regarding who gifted the stock is not included, so it is very helpful for us to know this information in advance in order to advise our Portfolio Manager. When you are planning a gift of stock, it would also be helpful for you to alert the Foundation Accounting Manager, Jean McNeilly at 509-434-5208, to that fact, along with the name of the stock, how many shares it will be, and an estimate of the stock's worth. It would also help if you or your broker would call and let us know when the transfer actually takes place, so we could be sure to watch for it and catch any problems if it does not appear in our account within the usual three-day timeframe.

If you have any questions on this procedure, or just want a telephone number to call and advise us of your plans, please note the following:

- CCS Foundation office hours: 8 a.m. to 5 p.m., Monday through Friday
- Telephone Number for Heather Beebe-Stevens, Executive Director: 509-434-5125
- Community Colleges of Spokane Foundation: 509-434-5135
- Email Address for Heather Beebe-Stevens: H.Beebe-Stevens@ccs.spokane.edu
- Community Colleges of Spokane Foundation Address:
501 N Riverpoint Blvd, Suite 203, Spokane, WA 99202
- District 17 (Legal Name): Tax ID #: 91-0886962