



## INSTRUCTIONS FOR TRANSFERRING STOCKS & MUTUAL FUNDS TO CHARLES SCHWAB

---

To ensure The Cal Poly Pomona Philanthropic Foundation can identify and acknowledge your gift properly, please contact Doug Nelson at (909) 869-3419 prior to sending your gift and use the delivery instructions outlined below:

### Delivery of Stocks to Charles Schwab

<b>Electronic Transfer:</b>	Charles Schwab DTC #0164, Code 40
<b>Schwab Account Name:</b>	Cal Poly Pomona Philanthropic Foundation
<b>Schwab Account #:</b>	9888-3886

### Delivery of Mutual Funds to Charles Schwab

A representative from Beacon Pointe's Institutional Consulting Services will assist in creating a house account number if one has not already been created. A house account number is a fund-specific account number. Once the mutual fund house account number has been determined, the back-office service team can then set up the transfer to:

<b>Schwab Account Name:</b>	Cal Poly Pomona Philanthropic Foundation
<b>Schwab Account #:</b>	9888-3886

---

### Cal Poly Philanthropic Foundation Accounting Instructions:

After the gift stock and/or mutual fund has been transferred to the gift stock account, please be sure to notify Beacon Pointe by reaching out directly to the current analyst or by sending an email to:

**BPAICSAlysts@beaconpointe.com.**

Beacon Pointe will sell the gift stock/mutual fund and send a check of the proceeds to the Cal Poly Pomona Philanthropic Foundation. Additionally, Beacon Pointe will provide the high, low, average, and final proceeds for the gift stock once the sale settles.