

**CASTILLEJA STOCK DONATION FORM**

Stock contributions to Castilleja School may be made by filling out this form or using it as a template to create a letter to be sent to your broker and to Castilleja's Advancement Office. Please be sure to notify the school about your gift to avoid delays.

**Castilleja School Foundation**  
Attn: Sue Kim, Advancement Office  
1310 Bryant Street  
Palo Alto, CA 94301  
Phone: (650) 470-7747  
Fax: (650) 326-8036  
skim@castilleja.org

**Morgan Stanley Smith Barney**  
Attn: Holly Stowell Perine  
2775 Sand Hill Road, Suite 120  
Menlo Park, CA 94025  
Phone: (650) 926-7127  
Fax: (650) 926-7680  
holly.perine@morganstanley.com

**Date:** \_\_\_\_\_

**To:** \_\_\_\_\_ (Brokerage)

\_\_\_\_\_ (Address)

**Attn:** \_\_\_\_\_ (Contact person & Phone Number)

**Re: GIFT OF SECURITIES**

Please accept this letter as authorization to gift

\_\_\_\_\_ of \_\_\_\_\_  
(Number of Shares) (Name of Security)\*\*\*

**To: Castilleja School**  
**Morgan Stanley Smith Barney DTC #0015**  
**Castilleja's account number 233-183771-799**  
Castilleja's tax identification number for the school is 94-0373222.

Designation of the gift: \_\_\_\_\_

\_\_\_\_\_ (Client Account Title)

\_\_\_\_\_ (Client Account Number)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Second signature)

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Email

\*\*\*\*\*  
\_\_\_ (NO) \_\_\_ (YES) I will be gifting restricted stock.