

**Saint Joseph High School  
Stock Gift Processing  
Robert W. Baird & Co. Inc. Transfer Instructions**

**Information for Delivering Broker to Initiate Transfer via DTC:**

Robert W. Baird & Co Inc.  
DTC Number: 0547

Saint Joseph High School Development Account Number:  
3612-5183 DM40

**GIFT DETAILS**

Fax a copy of the completed form to Robert W. Baird & Co Inc. at 574-247-6855 and to the SJHS Office of Mission Advancement at 574-472-1245.

Delivering Brokerage Firm: \_\_\_\_\_

Broker Name and Phone Number: \_\_\_\_\_

Security Name: \_\_\_\_\_

Security CUSIP/Ticker: \_\_\_\_\_

Shares/Stocks \_\_\_\_\_ Par/Bonds \_\_\_\_\_

Donor Name/Phone Number: \_\_\_\_\_

Donor Signature \_\_\_\_\_

By signing above you're relinquishing ownership of the stock.  
Your gift date is the date the shares are received in the **Saint Joseph High School** account.  
The value of your gift will be the average of the high and low price on that day.  
The selling of stock will be executed in a timely manner once the gift is processed.  
All questions may be directed to the Office of Mission Advancement at (574) 234-2904.