

Instructions for Giving Stock



1 Stock Certificate in Your Name:

1.1 STOCK CERTIFICATE: Do not sign the reverse side of the certificate, but send it “in blank” to Save the Children at the above address with a covering instruction letter designating how the gift is to be used. This certificate should be sent “Certified Mail”

1.2 STOCK POWER and RELEASE FORM:

- Sign and date each form
- Mail stock power and release forms to the attention of: Kathleen Scully, Treasury Services, Save the Children, 54 Wilton Road, Westport, CT 06880. **DO NOT** mail in the same envelope as the certificate.
- **Note:** Your signature should be witnessed by a **NOTARY PUBLIC** on the **RELEASE form**.

When all the above documents are matched at Save the Children, the stock then becomes negotiable. **The Stock Power and Release** will be completed as required by our broker when the stock is transferred or sold. **The Release** is required when the stock certificate is in the individual’s name and not in the name of Save the Children. Providing this release has recently been enforced by stock brokers.

2 Stock Certificate in the name of Save the Children:

Mail the stock certificate to Save the Children via “**Certified Mail**” along with your identification and instruction letter.

3 Stock held at your Broker in Street Name:

- Your broker may electronically transfer the gift directly to our account at Smith Barney as follows:
 - **DTC # 0418 to Save the Children’s Account # 315-0A680-15-222**
 - **Morgan Stanley Smith Barney LLC**
 - **One Penn Plaza, 43rd Floor**
 - **New York, NY 10119-2546**
 - Contact: Lisa Aponte via telephone # 1-800-223-4565 or e-mail lisa.aponte@mssb.com
- **It is important that you (or your broker) alert us via FAX (#203-221-3720) or e-mail (kscully@savechildren.org) that the gift is being wire transferred to our account, as the stock will arrive in our account without identification. Please include a mailing address where we can send a tax receipt.**

When your stock gift is received, we will mail a tax receipt stating the name of the stock, the number of shares and the fair market value on the date it was received by Save the Children.

If you need further assistance, please call 203-221-4000 (Fax 203-221-3720).

Save the Children’s Employer Identification number is 06-0726487.

Thank you for your interest in Save the Children.