



DONATION INSTRUCTIONS

The following transfers are covered by these instructions:

- DTC or Electronic Transfer of Stock
- Transfer of Mutual Fund(s)

DTC OR ELECTRONIC TRANSFER OF STOCK INSTRUCTIONS

DTC or Electronic Transfer of Stock is the fastest and most secure method for donating securities. It is a two-step process:

1. Please notify **Eileen Jackson** at ejackson@gildasclubnyc.org with your intention to donate securities prior to initiating the transfer of securities to **Gilda’s Club New York City Inc.**
2. Our account is held at First Republic Securities Company LLC (FRSC). Prior notification is critical to identifying your gift of securities, as donor information does NOT transmit through the DTC system.
 - a. Broker Instructions to deliver securities to our brokerage account at FRSC:

Deliver To	First Republic Securities Company LLC
DTC	0443(Clearing through Pershing LLC)
For Further Credit to Account Number	33L022465
Account Name	Gilda’s Club New York City Inc.
Reference	[Donor Name-Year] or [Anonymous]

TRANSFER OF MUTUAL FUND(S)

Please contact **Gloria Wong** or **Mike Mancini** at First Republic Securities Company at Onlinebrokerage@firstrepublic.com

The following information is required:

Account Number	
Share Quantity	
Symbol	
Donor Name	[Donor Name-Year] or [Anonymous]
Financial Institution	

Your donation will NOT be complete until you notify Gilda’s Club New York City Inc. of your intent to donate securities, and until shares are received in the Gilda’s Club New York City Inc. First Republic Securities Company (FRSC) Brokerage account.