



Instructions for Donating Securities

NOTICE OF TRANSFER OF SECURITIES

Account Information: Metropolitan Montessori School
Vanguard Brokerage Services
Account #77838781
DTC #0062
School Tax ID#: 13-2527041

Name of Security: _____

Number of Shares: _____

Value of Transfer: _____

Name of Firm, Contact: _____ Tel: _____

Date of Transfer: _____ Designation of Gift: _____

In order to receive credit for your gift, please notify:

Metropolitan Montessori School
Director of Development
Tel: 212.579.5525 ext 129
Fax: 212.579.5526
Email: giving@mmsny.org
Cc: businessoffice@mmsny.org

Name of Donor: _____

I would like this gift to be acknowledged anonymously

Address: _____

Telephone: _____

In order to ensure timely and accurate recording and acknowledgement of your gift, donors must complete and return this form to prior to sending securities OR email the Development Office with the name of stock, number of shares and fund designation on the date of transfer. This ensures that MMS can properly credit and acknowledge your gift.