

MERRILL LYNCH - Greenwich Academy Securities Transfer Information Sheet

Please send/fax instructions directly to your broker to initiate transfer: Date \_\_\_\_\_

(Please type or print clearly)

Broker's Name \_\_\_\_\_

Brokerage Firm Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Dear \_\_\_\_\_:

(Broker's Name)

Please accept this letter as your authorization to deliver free, via Depository Trust Corporation (DTC), a gift to Greenwich Academy from:

Mr./Mrs./Ms. \_\_\_\_\_ of \_\_\_\_\_ shares of  
(number)  
\_\_\_\_\_ common stock.  
(name of stock)

**Please deliver stock to the School's brokerage firm in care of:**

Patricia Cavicchia

Merrill Lynch

2 Pickwick Plaza, 4<sup>th</sup> floor

Greenwich, CT 06830

Phone: 203-861-5935

Fax: 203-349-8316

Email: patricia\_cavicchia@ml.com

DTC#: 8862

N/O: Greenwich Academy

Greenwich Academy's account #: 832-04254

Tax ID # 06-0653118 E-01054

**Greenwich Academy Fund to be credited:** \_\_\_\_\_

Sincerely,

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Donor's signature

Please print name in full

**So that we may properly acknowledge your donation, please email, mail or fax copy of this letter to:**

Greenwich Academy Advancement Office

Attn.: Pam Ferraro

200 North Maple Avenue

Greenwich, CT 06830

email: pferraro@greenwichacademy.org

Phone #: 203-625-8952

Fax #: 203-869-6580

**AND please email a copy to** Patty Cavicchia at Merrill Lynch at patricia\_cavicchia@ml.com or fax to 203-349-8316