



**CHICAGO CITY DAY SCHOOL**

541 West Hawthorne Place • Chicago, Illinois 60657 • 773.327.0900 • f 773.327.6381

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**LETTER OF CONFIRMATION FOR STOCK GIFTS  
TO THE CHICAGO CITY DAY SCHOOL**

This is to confirm a stock gift made by the undersigned to the Chicago City Day School, 541 West Hawthorne Place, Chicago, IL 60657. Stock gifts can be deposited directly into **TD Ameritrade Acct. #868481501, DTC #0188, (312) 516-3180.**

Name of stock: \_\_\_\_\_

Number of shares: \_\_\_\_\_

Date of transfer: \_\_\_\_\_

Brokerage firm conducting this transfer: \_\_\_\_\_

Account Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Valuation of stock on date of transfer: \_\_\_\_\_

(Based on mean price on date of transfer – please verify this information with your broker.)

Purpose to which this donation is to be allocated: \_\_\_\_\_

I *prefer / do not prefer* to be recognized in City Day's Advancement Report or other reporting vehicle. My name should appear as listed below.

**I affirm that this information is accurate and true to the best of my knowledge:**

Signature of Donor: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please scan and email this completed form immediately upon initiation of stock transfer to:  
Alexa Hand, Director of Development, Chicago City Day School,  
ahand@chicagocitydayschool.org.**