



## Donate Stocks to Notre Dame Elementary School

### Sharing your Shares with Others

- A gift of stock is an excellent way to share your generous and compassionate support.
- Everything you need to donate stocks is right here in front of you and can be completed in two easy steps.
- Stock donation to Notre Dame Elementary School is done through an electronic transfer (DTC) from your brokerage account to Notre Dame Elementary School's account.
- If this is a mutual fund transfer, please contact Notre Dame Elementary School beforehand at [donate@nde.org](mailto:donate@nde.org) to confirm the fund type.
- Please remind your broker(age) to include all of the information, including your name, contact information, and special instructions for the transfer. Failure to share this information with us may delay the gift acknowledgement for tax reporting purposes.

### Two Simple Steps

1. Fill out the Online Stock Notification Form and email it to Notre Dame Elementary School's development office, [donate@nde.org](mailto:donate@nde.org)
2. Complete the Electronic Transfer Authorization Form (PDF) and provide it to your broker(age). This will provide your broker(age) with all of the information needed to complete a transfer on your behalf.

After Notre Dame Elementary School receives this form and our broker confirms the donation of securities, the development office will issue an official acknowledgment letter to the donor. This letter will indicate the number and type of shares received and date the stock was converted into a gift (day when record ownership of stock was transferred to Notre Dame Elementary School or the stock was unconditionally delivered to Notre Dame Elementary School).

Thank you for your generous donation.