



Girl Scout Council of Greater New York, Inc.
43 West 23rd Street
New York, NY 10010-4283
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www.girlscoutsnyc.org

How to Make a Gift of Securities

Thank you for considering a gift of securities to the Girl Scout Council of Greater New York, Inc. Following are instructions for making such a gift.

If the securities are in the possession of your stock broker:

- Notify Jill Scibilia, Director of Development (jscibilia@girlscoutsnyc.org), at (212) 645-4000, ext. 247, that you will be making a gift of stock. Please provide your name, address and telephone number; the name of the company whose shares you are transferring; and the number of shares so that your gift may be tracked and acknowledged for tax purposes. Please inform us if sale of the securities is restricted.
- To transfer shares to the **Girl Scout Council of Greater New York**, please follow these steps:
 1. Contact the Bank of New York to let them know you are making a transfer to the Council. In advance of the transaction, they will set up a receipt at the Bank of New York. You may contact any one of these contacts at the Bank of New York:

Stella Chan at (212) 922-8956
Mary Caparro (212) 922-8361
Jessica Rodriguez (212) 922-8904
 2. Provide the following information to the Bank of New York contact.
 - a. CUSIP number of the securities being transferred
 - b. The number of shares you are transferring.
 - c. DTC number from where the transfer originates.
 3. Your broker will also require this information from the Girl Scout Council of Greater New York:
 - a. Bank of New York account # 10581347020
 - b. DTC #0954
 - c. Tax ID # 13-1624014
- *Important:* Please instruct your broker *not* to create a new account at his or her firm into which the securities are transferred, but to transfer the securities directly into the above account instead. New accounts created for the Girl Scout Council of Greater New York are unauthorized. Creating a new account will delay the crediting of your gift for tax purposes and will result in additional costs that will reduce the value of your contribution.

If the stock certificates are in your possession:

- Send **unendorsed** certificates by registered, return receipt requested mail to:

Jill Scibilia
Director of Development
The Girl Scout Council of Greater New York, Inc.
43 West 23rd Street
New York, NY 10010

If sale of the securities is restricted, please call Jill Scibilia at (212) 645-4000, ext. 247 before mailing the certificates.

- So that your gift can be acknowledged for tax purposes, please include a letter with your name, address, and telephone number.
- **In a separate envelope**, mail a completed stock or bond power form (signature guaranteed by a bank or notary) for each certificate.

For further information, or if you are interested in making a gift of securities that will provide income for life, please call Jill Scibilia, Director of Development (jscibilia@girlscoutsnyc.org), at (212) 645-4000, ext. 247. Thank you for your support of the Girl Scout Council of Greater New York, Inc.