

Making a Gift of Stock to The Girls' Middle School

Please use the following letter of authorization to donate shares and to ensure that your brokerage firm has the information they need to complete the transfer. Once you have instructed your broker to transfer a gift, please notify Director of Advancement Tesha McCord Poe at tmpoe@girlsms.org or (650) 968-8338, x107 to ensure proper receipt of your contribution. Please be sure that you or your broker include your name on the stock transfer.

Date:

[Delivering Firm's Name]
[Delivering Firm's Address]

To Whom It May Concern:

Please accept this instruction to transfer the following security(ies)

FROM: [Delivering Firms' Name]
Account Name:
Account Number:
Donor Name:

Security Name & Symbol/Number of Shares:
Security Name & Symbol/Number of Shares:
Security Name & Symbol/Number of Shares:
Security Name & Symbol/Number of Shares:

TO: First Republic Securities Co, LLC
Account Name: The Girls' Middle School
For Further Credit to Account Number: 33L115392
Clearing Firm: Pershing LLC
Pershing LLC DTC# 0443

Contact Broker: Sam Schoner, Hilary Yu, or Mary Jane Reyes (415) 262-4118
Email: schonerteam@firstrepublic.com

Sincerely,

X
Donor

X
Donor