

Instructions for Stock Donations

Thank you for your interest in donating stocks to Dutchess Day School. Please note the procedures listed below:

To ELECTRONICALLY TRANSFER SECURITIES, here is the information you require for DTC Eligible Securities:

DTC Clearing #0418

For credit to the account of Dutchess Day School Acct #117-72777-10 582

***Important:** Call Morgan Stanley Smith Barney (Main #914-242-0290) about the transaction and you will be forwarded to the assigned individual. If this is not done prior to a transaction, your gift will be in jeopardy and may not be received into our account.

-Donors should list their names on the DTC instructions.

To send PHYSICAL SECURITIES, you should send it to the following address:

Citigroup Global Mkt., Inc.

Attn: Operations

100 So Bedford Road, 2nd Floor

Mt. Kisco, NY 10549

Have stock certificates registered in the name of Dutchess Day School

****Please advise the Development Office at Dutchess Day School of the name of the stock, the number of shares and the name and telephone number of the broker or banker who will be handling the transaction. If you have any questions please call MSSB at 914-242-0290 or Hillary Henderson at Dutchess Day School 845-677-5014 Ext.16.**

Thank you