



Procedures for Transferring Stock

While each situation is somewhat different, there are some general guidelines for transferring stock:

1. If the stock is held in a brokerage account in "street" name, the donor should write a letter to the broker, indicating that the gift of stock is being made to the Orchestra of St. Luke's. Please indicate the number of shares and name of issue to be donated. Then the broker will deliver the stock to:

**M&T Bank
DTC # 0990
St. Luke's Chamber Ensemble, Inc.
General Account # 1014596**

2. If the donor holds the stock certificates, a letter should be written to St. Luke's indicating that the gift of stock is being made. The Orchestra of St. Luke's will send the donor a stock power and ownership disclosure form to be signed by the donor. Then, the donor will send to St. Luke's both the stock certificate and the countersigned stock power and ownership disclosure form.
3. The donor or broker may wish to register a stock certificate in the name of the Orchestra of St. Luke's and then forward it to St. Luke's office. The proper registration instructions are:

**St Luke's Chamber Ensemble, Inc
450 West 37th Street, Suite 502
New York, NY 10018
Tax ID # 51-0201839**

The donor should also send a letter to Orchestra. St. Luke's as notification that the gift is being made. If there are any questions, please feel free to contact Alicia Benoist, Vice President of Development at 212-594-6100 ext. 109.