# Gift of Securities to National Cathedral School

Thank you for your interest in making a gift of securities to National Cathedral School (NCS). NCS is a division of the Protestant Episcopal Cathedral Foundation (PECF), the single legal entity.

Before transferring your gift, please alert stockgifts@ncs.org that a gift is being transferred; donated stock that arrives in our account without identification may delay the issuance of a tax-deductible receipt. You may also sign your gift letter with your legal signature/s, and communicate your intention to NCS's Development Office by mailing or faxing copies to the address below.

## Important: In your email alert, please include:

1. The donor's name
2. The name, ticker symbol, and number of shares of the stock being donated
3. The allocation of the gift i.e. The Purple & Gold Fund (which supports the operating budget in the year received), Campaign priorities (either unrestricted or how restricted), etc
4. Please also indicate if the gift is to be allocated amongst other PECF divisions
5. The mailing address of the donor for issuance of tax receipt

Please provide the following information to your broker in order to make the stock transfer:

1. Merrill Lynch
2. DTC: 8862
3. Beneficiary Account Number: 5UP-02254
4. Beneficiary Name: PECF/NCS
5. Originator to Beneficiary Information: Donor Name

Please note that gifts received after Dec. 31 will be treated as a gift in the following calendar year for tax-deductible purposes.

**Contact one of these orginizations for further account information for your transaction:**

National Cathedral School
Development Office

National Cathedral School
3612 Woodley Road NW
Washington, DC 20016

stockgifts@ncs.org

202-537-6667

Protestant Episcopal Cathedral
Foundation & Broker Contacts

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