

## STOCK TRANSFER INSTRUCTIONS

### The Savannah Country Day School

- 1) As the donor, please advise the SCDS Advancement Office of the number and type of shares being transferred so that we may alert the broker and insure proper credit to your account and an accurate receipt and tax letter.

Charles Schwab  
DTC: 0164  
FAO: The Savannah Country Day School  
A/C: 8096-5825

The Savannah Country Day School Tax ID #: 58-0655290

- 3) Please have the individual performing the transfer contact the SCDS Office of Institutional Advancement, or send a copy of your stock transfer authorization letter or details of the gift (stock name, number of shares, approx. date of transfer) to:

Lynette Allison  
Director of Institutional Advancement  
Phone: 912-961-8825  
Email: [lynetteallison@savcds.org](mailto:lynetteallison@savcds.org)

This information should not be construed as professional financial or legal advice. We urge you to discuss your tax-planning situation with your accountant or other professional advisor.