



## Instructions for Transferring Gifts of Securities

As of February 8, 2018

### Please send instructions to your broker specifying that it is to be a charitable contribution to:

Girl Scouts of Northeast Texas  
Federal Tax ID: 75-1101571

#### Account Details:

Brokerage House: Charles Schwab & Co., Inc.  
Account #: 9913-8944  
DTC #: Clearing 0164, Code 40

**All DTC-Eligible Securities:** All deliveries MUST include client name and Schwab account number.

Delivery to DTC Clearing 0164, Code 40.

**Dividend Reinvestment or Closed-End Mutual Funds:** All deliveries MUST reference client name and Schwab account number. The client's Schwab account number must not be included in the mailing address. Do not establish an account in the name of Charles Schwab & Co., Inc. FBO (for benefit of) the client.

Issue a certificate for all whole shares, liquidate all fractional shares and discontinue dividend reinvestment.

**Physical Delivery of Checks and/or Securities:** All deliveries MUST reference client name and Schwab account number.

Name and Address:  
Charles Schwab & Co., Inc.  
AS Document Control  
P.O. Box 982600  
El Paso, TX 79998-2600

Overnight Mailing Address:  
Charles Schwab & Co., Inc.  
AS Document Control  
1945 Northwestern Drive  
El Paso, TX 79912

Tax ID Number: 94-1737782

**Fed Book-Entry Securities (e.g., Treasury Notes):** All deliveries MUST include client name and Schwab account number.

Bank of New York Mellon  
ABA #: 021000018  
BK OF NYC/CSHWAB  
FBO: 8-digit customer A/C # and name.

**Liquidate Money Fund and transfer cash according to instructions listed below.**

**Fedwire® Monies:** All deliveries MUST include client name and Schwab account number.

Wire to: Citibank NA, 111 Wall Street, New York, NY 10005

ABA #: 021000089  
FBO: Charles Schwab & Co., Inc. A/C #: 40553953  
For further credit to Schwab Client Account #: \_\_\_\_\_

**Foreign Securities:** All deliveries MUST include client name and Schwab account number.

Call 1-602-355-9003 for delivery instructions.

To ensure timely and accurate processing of gifts of securities, as well as proper acknowledgement of your donation for income tax purposes, please notify our Fund Development team at [donations@gsnetx.org](mailto:donations@gsnetx.org).

**Girl Scouts of Northeast Texas**  
6001 Summerside Drive  
Dallas, TX 75252  
972-349-2400  
[gsnetx.org](http://gsnetx.org)

Girl Scouting builds girls of courage, confidence, and character,  
who make the world a better place.