



THE PRESERVATION SOCIETY OF NEWPORT COUNTY

Instructions for donors and brokers to make charitable gifts of appreciated securities

The Preservation Society of Newport County in Newport, Rhode Island is a 501(c)(3) non-profit charitable organization which gratefully accepts appreciated securities in support of our mission. Our IRS number is 05-0252708.

When the stock is held by your broker or commercial banker:

- Notify your broker of your intention to donate appreciated securities to The Preservation Society of Newport County. Your broker should notify **Michaela Walker, Deputy Director of Development**, at (401) 847-1000 ext. 142 or via e-mail at mwalker@NewportMansions.org to expect the transaction.
- Your broker will then transfer the selected securities into the Preservation Society's **Morgan Stanley** account at **284 Bellevue Avenue, Newport, Rhode Island 02840**. Our broker is Paul Steinbrenner at (800) 556-7008, (401) 845-3507 or paul.a.steinbrenner@morganstanley.com.
- The DTC number is: 0015, and the Preservation Society account number is: 855-105350.
- Your broker may also wire the securities to the Society's account as follows:

<i>Credit Bank:</i>	Citibank, 111 Wall Street, New York, NY 10005
<i>ABA #:</i>	021000089
<i>Credit Account:</i>	40611172
<i>Credit Account Name:</i>	Morgan Stanley, LLC
<i>For further credit to:</i>	Morgan Stanley client account number 855-105350 and The Preservation Society of Newport County.

To ensure timely processing of your gift, please remind your broker to submit your full name along with information about the stock to the Preservation Society.

When the stock certificates are in your name and in your possession:

- **Unendorsed Certificates** – Send unendorsed certificates by first class or registered mail to **Paul Steinbrenner** at the **Morgan Stanley address** above. In a separate envelope, mail a stock or bond power form. You can obtain a stock power form from Paul Steinbrenner at Morgan Stanley or from your own broker.

The stock or bond power form must be signed by the same person or persons listed as owner of the certificates, and your signature must be guaranteed by your broker or commercial banker. Please do not fill in anything else on the form. Enclose a letter of transmittal with the certificates stating your gift intention.

- **Endorsed Certificates** – Certificates that are already endorsed should be sent by insured mail or hand-deliver to the Preservation Society Development Office or to the Morgan Stanley office in Newport (284 Bellevue Avenue).

Thank you for your support!