

## Securities Transfer Instructions

Please notify the Office of Advancement at Russell Sage when making a gift of stock or mutual funds. This is crucial because Russell Sage will not be aware of your gift without this notification.

Please send a letter of intent to Sara Carlson. This letter should include the donor's name, name of the security/ies, name of broker or investment firm, number of shares to be transferred, exact date of transfer, approximate amount of gift, and lastly, the purpose of the gift.

**MAIL:** Sara Carlson, Executive Director of Advancement Resources  
Office of Advancement | Russell Sage College  
65 1st Street | Troy, New York 12180  
Email: carlss1@sage.edu | Fax: (518) 244-6871

### ■ SECURITIES HELD BY THE DONOR'S BANK OR BROKER:

Instruct your bank or broker, in writing, to transfer the securities you wish to give to:

**DTC Number: 0164, Code 40**  
**Account Name: Russell Sage and Schwab**  
**Account Number: 6353-0586**

### ■ FEDWIRE® MONIES:

All deliveries *must* include Russell Sage and Schwab account number.

**Wire to: Citibank NA, 399 Park Avenue, New York, NY 10022 ABA #: 021000089**  
**FBO: Charles Schwab & Co., Inc. A/C #: 40553953**  
**For further credit to Schwab's Russell Sage Account #: 6353-0586**

### ■ DIVIDEND REINVESTMENT OR CLOSED-END MUTUAL FUNDS

All deliveries *must* reference Russell Sage and Schwab account number. Please do not establish an account in the name of Charles Schwab & Co., Inc. FBO (for benefit of) Russell Sage. Issue a certificate for all whole shares, liquidate all fractional shares and discontinue dividend reinvestment.

### ■ FED BOOK-ENTRY SECURITIES (e.g., TREASURY NOTES):

All deliveries *must* include Russell Sage and Schwab account number.

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

### ■ GIFT VALUATION:

Your gift is considered to have been made on the date securities pass unconditionally from your control. The value of the gift is the average of the high and low quotations on the date the gift is made. Russell Sage College will notify you of the valuation amount.

If you have questions about gifts of securities, please contact Sara Carlson. Please consult with your attorney or financial advisor for tax advice about specific gifts.

**RUSSELL SAGE FEDERAL TAX ID # is 14-1338488**

**SCHWAB FEDERAL TAX ID # is 94-1737782**