



## Stock Transfer Procedures

Your generosity is greatly appreciated and we would like to thank you for making Charlotte Latin School a part of your charitable giving. The following information is needed for transferring gifts of stock directly to the School's brokerage account at Bank of America Merrill Lynch.

<b>Broker:</b>	<b>Merrill Lynch</b>
<b>Account #:</b>	5TL03051
<b>DTC #:</b>	8862
<b>Tax ID #:</b>	56-0944449
<b>Address:</b>	Charlotte Latin School 9502 Providence Road Charlotte, NC 28277
<b>ML Contact:</b>	Winship Ross 301-215-4445   <a href="mailto:winship.ross@ml.com">winship.ross@ml.com</a>
<b>Other Questions?</b>	Vernette Rucker, Director of Gift Accounting and Records 704-846-7227   <a href="mailto:vrucker@charlottelatin.org">vrucker@charlottelatin.org</a>  Tanya Kellar, Controller 704-846-7226   <a href="mailto:tanya.kellar@charlottelatin.org">tanya.kellar@charlottelatin.org</a>

**Mutual Funds** require a more involved process than stock transfers. Please contact us to receive additional instructions on how to transfer mutual funds.

Once you are ready to transfer your stock, **please email the Development Office** with your name, the security name(s), type and number of shares, as well as the purpose of the gift (i.e. Annual Fund, New Family or Capital Campaign), so that we may acknowledge the gift promptly and appropriately.

Please note that Charlotte Latin School does not retain donated stock. Upon receipt notification, said securities will be sold. According to Charlotte Latin School's policy as required by the IRS, gifts of stock will be valued based upon the average of the high and low trading price on the date the gift was received by the School. This value will be used for recognition purposes only.

*Charlotte Latin School is recognized by the U.S. Internal Revenue Service as a 501(c)(3) tax-exempt nonprofit organization. Contributions to Latin are tax-deductible to the extent provided by U.S. law. Please consult your tax advisor for more information regarding the deductibility of your stock gift.*

**Revised 10/21/19**