



**The
Elisabeth
Morrow
School**

Age Three through Grade Eight

435 Lydecker Street
Englewood, NJ 07631
Phone: (201) 568-5566
Fax: (201) 816-9416

www.elisabethmorrow.org

Instructions for Giving Stock

If your stock is held by your broker:

If your stock is held by your broker, it can be transferred directly to EMS. However, you **MUST** notify Penny Lippe of the details of the gift (see below) in order to receive the appropriate gift credit.

Details needed by your broker:

DTC#:	0164 Code 40
Account Title:	Elisabeth Morrow School
Account Number:	PU 8767-0414
EMS Broker:	Charles Schwab Co., Inc. 175 Route 17 South Paramus, NJ 07652
Phone:	(800) 435-4000

Notify EMS with the following information:

Your Name
Date of your gift
Name of stock
Number of shares given
Send to: Penny Lippe, Director of Development, EMS,
by e-mail (plippe@elisabethmorrow.org) or by fax at (201) 816-9416.

If you hold the stock certificates:

If you hold the stock certificates, mail them **UNSIGNED** by certified mail to EMS. Under separate cover, mail a signed stock power to EMS. These items **MUST** be mailed separately.

Send to the attention of:

Penny Lippe, Director of Development
The Elisabeth Morrow School
435 Lydecker Street
Englewood, NJ 07631

Thank You!