



The Eliot School of Fine & Applied Arts

Instructions for the Delivery of Stock

Thank you for your interest in supporting the Eliot School of Fine & Applied Arts with a gift of stock shares or mutual funds! Your generosity builds our capacity to bring lifelong learning in craft and creativity to students of all ages. Please instruct your bank or broker holding the securities to deliver them to The Eliot School's account at Charles Schwab & Co., Inc.:

Address for sending securities:

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

Please ensure that the following information is included:

Account of: Trustees of Eliot School
Account number: 4666-3768
Delivery to DTC Clearing 0164, Code 40
Call 1-602-355-9003 for delivery instructions

Please email a copy of the letter of instruction to our Development team at The Eliot School (development@eliotsschool.org) along with the following additional information:

1. The name of the sending investment company and the person handling the transfer
2. The name and address of the donor
3. A description of the gift: # of shares, name of stock, any other relevant information

Or send the letter and information via regular mail to the address below. For mailed information, please also send an email to our development team (development@eliotsschool.org) notifying us that it will be arriving.

Trustees of Eliot School
Attn: Development Office
PO Box 300351
Boston, MA 02130

Thank you for your support!