



Schenectady Museum & Suits-Bueche Planetarium  
15 Nott Terrace Heights, Schenectady, NY 12308  
Phone: 518.382.7890 Fax: 518.382.7893  
www.SchenectadyMuseum.org

## How to Give Gifts of Securities

The Schenectady Museum & Suits-Bueche Planetarium appreciates the generosity of its donors. The easiest way to give publicly traded stock is to do so through the Depository Trust Company (DTC) system. Simply decide on what you want to give, and then give the following instructions to your broker.

DTC transactions happen quickly, sometimes days before written confirmation can reach us. So that we can properly identify and process your gift, please contact Carmel Patrick in the Museum's development office at 518 382-7890 x232 with information about your stock gift. The amount of your gift will be the average value of the shares on the date that they come into the Museum's brokerage account, exclusive of any transaction fees. We will confirm that in writing to you upon receipt of the shares.

### INFORMATION ABOUT YOUR GIFT

**Your name:** \_\_\_\_\_  
**Your address:** \_\_\_\_\_  
**Your phone Number:** \_\_\_\_\_  
**Your e-mail address:** \_\_\_\_\_  
**Name of stock :** \_\_\_\_\_  
**Stock Symbol:** \_\_\_\_\_  
**Number of shares :** \_\_\_\_\_  
**Date of gift:** \_\_\_\_\_

### INFORMATION ABOUT THE MUSEUM

**Our legal name:** Schenectady Museum Association  
**Our EIN:** 14-1275432

### INFORMATION ABOUT THE MUSEUM'S BROKER

**Morgan Stanley RBC**  
Karen Schrader, Account Executive  
30 South Pearl Street  
Albany NY 12207  
518 432-8121  
DTC number: 0015  
Account number: 594030071

**Dain Rauscher**  
Dick Phillippe, Account Executive  
530 Franklin Street  
Schenectady NY 12305  
518 374-8461  
DTC number: 0235  
Account number: 1101-2200-3049

Please call Carmel Patrick at 518 382-7890 x232 if you prefer to donate a physical stock certificate, or if you are interested in donating mutual fund shares or privately traded securities. Once again, thank you so much for your generous support!