



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 Susanne Dorr 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: _____
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Name of stock: _____
Stock Symbol: _____
Number of shares: _____
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INFORMATION ABOUT THE MUSEUM

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

INFORMATION ABOUT THE MUSEUM'S BROKER

Morgan Stanley Smith Barney
80 State Street, Albany NY 12207
DTC #0015
Account number 594030071
Contact: Mary Ann McCormack, 518-427-5584

Please call Susanne Dorr at 518 382-7890 ext. 232 if you prefer to donate a physical stock certificate, or if you are interested in donating mutual fund shares or privately traded securities.

Thank you so much for your generous support!