



# Stock donation

## Electronic transfer instructions

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Thank you for your decision to support the work of MTSO through a donation of stock. Following these instructions will help ensure receipt and prompt acknowledgement of your tax-deductible gift.

**STEP 1: Contact one of these representatives of MTSO concerning your upcoming stock gift:**

- Leigh Precise, executive assistant to the president  
lprecise@mtso.edu or 740-362-3121
- Jim Summers, controller  
jsummers@mtso.edu or 740-362-3335

**STEP 2: Instruct your broker to make a stock donation to MTSO on your behalf. Provide your broker with the following instructions:**

Please transfer [number of] shares of [stock name] from my account on or before [date of transfer] to:

DTC # 0164 Code 40  
Charles Schwab Corp.  
For further credit to: Account #6268-0662  
For the account of: Methodist Theological School in Ohio  
REF: Donation from [donor name] for [gift purpose]