

ETC at the New Vic
Delivery Instructions for Transfer of Securities
From Brokerage Houses other than Charles Schwab

Ensemble Theatre Company (ETC) accepts gifts of securities, including donated shares of both publicly and privately held corporations, stock options and shares of mutual funds.

To make a stock gift, please notify your broker that you wish to transfer securities into ETC's brokerage account at Schwab. You will need to give your broker the following information:

Name of the Receiving Institution: Charles Schwab
Receiving Institution Account Number: 1352-1990
Account Title/Registration: Ensemble Theatre Company of Santa Barbara
DTC Number: #0164, code 40

Charles Schwab contact info:
Asset Transfer Department
1-800-435-4000

Please notify ETC of your transfer of securities

It is very important that you notify ETC about the gift transaction at the same time you instruct your broker to transfer securities into our Schwab account.

In order for us to properly receive the gifted shares into our account and to provide an accurate and timely acknowledgement for your tax records, please send us:

- A concurrent notification with your name
- The type (name and symbol) and number of shares being transferred
- The name and phone number of your broker

This notification should be sent to:

Christine Hollinger, Director of Development
Ensemble Theatre Company
P.O. Box 2307
Santa Barbara, CA 93120
Email: chollinger@etcsb.org

Phone: 805/965-5400 ext. 104
Fax: 805/568-3806