

ETC Foundation Delivery Instructions for Transfer of Securities

Now that the ETC Foundation has established an account at Charles Schwab, it is possible to make stock transfers for endowment payments directly to that account.

Name of the Receiving Institution: Charles Schwab
Receiving Institution Account Number: 54441531
Account Title/Registration: ETC Foundation
DTC Number: 0164

Charles Schwab contact information:
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