

Making Gifts of Securities to Fenn

Donors wishing to make a gift of securities to The Fenn School should place their instructions to their broker or investment adviser in a letter or email which includes the following information: the name of the stock to be given, the number of shares (or approximate dollar amount of the gift), and the purpose of the gift (Annual Fund, Capital Campaign, other restricted purpose). In the letter, they should also ask their broker to contact Karen Viola, Advancement Associate at kviola@fenn.org or (978) 318-3519 to arrange the stock transfer. A copy of this letter of instruction should be sent or faxed to:

Karen Viola, Advancement Associate
The Fenn School
516 Monument Street
Concord, MA 01742
Fax: (978) 318-3527

If the securities will be transferred via DTC, the Advancement Associate will provide the broker or bank with the following information necessary to make the transfer:

Fenn's broker: Morgan Stanley
 125 High Street
 Boston, MA 02110

DTC#: 0015

Account Executive: JoAnne Ludwig
 (617) 946-5115
 Fax: (617) 478-6591

Fenn's account number with Morgan Stanley: 486-207860

Account Name: The Fenn School
Tax ID #: 04-2104064

To facilitate the transfer, **the bank or broker must contact Karen Viola at kviola@fenn.org to notify her when they are ready to make the actual transfer.** She can then ensure that Morgan Stanley is prepared to receive the securities, sell them promptly, and follow up if there are any problems.

Per IRS requirements, the value of the contribution is determined by the mean of the high and low price on the date of the gift.