



## Instructions for Making Gifts of Stock to Kieve-Wavus Education, Inc.

- Your broker may *electronically* transfer shares from your brokerage account to Kieve's account at Smith Barney, Inc. via DTC.

### **Instructions for DTC:**

DTC #418 to account #392-28191-1-9-102

- Or, you may have your broker *physically* transfer shares to Kieve's account.

### **Instructions for physical transfer:**

Smith Barney, Inc.

Attn: Michael Boyson or Joanne Chessey

PO Box 3838

Portland, ME 04104

Acct. #392-28191-1-9-102

- It is **VERY IMPORTANT** that you send letters specifying the gift and the donor to Kieve (attn: Russ Williams - russ@kieve.org) and to Smith Barney (attn: Michael Boyson or Joanne Chessey), so that you will receive acknowledgement and documentation for tax purposes. Preferably, send the letters before making the gift.
- If you have further questions, please call Joanne Chessey at Smith Barney—

(800) 782-5656 (from outside Maine)

(800) 442-6722 (within Maine)