

# Columbia Grammar & Preparatory School

5 West 93rd Street, New York, N.Y. 10025  
(212) 749-6200 Fax: (212) 865-4278

## INSTRUCTIONS FOR DONATING STOCK

*If your broker or bank holds your stock, it can be transferred directly to CGPS. Please complete this form and fax or email it to Neil Crespi at Monness, Crespi, Hardt & Co., Inc. and to Sara Ziff at CGPS. All transactions made on behalf of CGPS are commission free. Thank you!*

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## NOTICE OF DTC STOCK TRANSFER

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Account Manager: Mr. Neil Crespi  
Monness, Crespi, Hardt & Co., Inc.  
767 Third Avenue  
New York, NY 10017  
Tel: (212) 838-7575  
**Fax: (212) 308-3625**  
**E-mail: [bblanco@mchny.com](mailto:bblanco@mchny.com)**

Account Title: Columbia Grammar & Preparatory School  
Account #: APCH1109 (account as of 6/1/2016)  
DTC #: 0005 (account carried by Goldman Sachs & Co.)

School Tax ID #: 13-0590970

Name of Stock: \_\_\_\_\_ Number of Shares \_\_\_\_\_

Name of Broker: \_\_\_\_\_ Tel: \_\_\_\_\_

Date of Transfer: \_\_\_\_\_

*In order to receive credit for your gift, you MUST notify:*

Sara Ziff, Interim Director of Development  
Columbia Grammar & Preparatory School  
Tel: (212) 749-6200, ext. 245  
**Fax: (212) 865-4278**  
**E-mail: [sziff@cgps.org](mailto:sziff@cgps.org)**

Name of Donor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers: Day \_\_\_\_\_ Evening \_\_\_\_\_