



Making a stock gift to THE CLEVELAND ORCHESTRA

- The broker for The Cleveland Orchestra is **Merrill Lynch**:

Merrill Lynch
30195 Chagrin Blvd
Pepper Pike, OH 44124

- Listed below are three ways to make a gift of stock to The Cleveland Orchestra.
Please see instructions below for the manner in which you want to handle the transaction.

1) Direct Transfer from your broker to our broker (DTC Transfer)

- i) Please contact our Donor Services team at **216-456-8400** or donate@clevelandorchestra.com with the stock type and number of shares you are transferring. *NOTE: We receive stock shares directly, and donor names are not provided with transfers; your call or email informs us who transferred the stock.*
- ii) Provide the following information to your broker to transfer the stock to Merrill Lynch.
 1. DTC#: **8862**
 2. Account name: **Musical Arts Association**
 3. Account number: **617-02443**
- iii) Your gift will be valued the day that your stock is received in The Cleveland Orchestra's Merrill Lynch account.

2) Stock Certificate

- i) If the certificates are in your possession, you may either have them retitled in the name of the Musical Arts Association or send them **unendorsed**, by registered mail to The Cleveland Orchestra, ATTN: Development Department, 11001 Euclid Avenue, Cleveland, Ohio 44106.
- ii) In a separate envelope to the same address, send a letter of instruction stating that you wish to contribute the securities to the Orchestra, along with a signed, **but otherwise blank**, stock power form. If you need a letter of instruction or stock power form, we will be happy to send you one.
- iii) We will deliver the stock certificate and the stock power form to Merrill Lynch who will sell the stock and issue a check to The Cleveland Orchestra.
- iv) Your gift will be valued the day that your stock is received at The Cleveland Orchestra office.

3) You have an account at Merrill Lynch

- i) Call 216-292-8095 to facilitate the transfer of stock to the Orchestra.

IMPORTANT REMINDER: To ensure that you are properly credited and acknowledged for your gift, please contact our Donor Services team at 216-456-8400 or donate@clevelandorchestra.com and include the stock type and number of shares you are transferring.