



PARK DAY SCHOOL
360 42nd St. Oakland, CA 94610
Federal Tax ID Number: 94-2368070

STOCK TRANSFER INSTRUCTIONS

*** If your stock is held in a brokerage account**, instruct your broker to transfer (*NOT sell*) the shares to:

Park Day School Corporation
Federal Tax ID Number: 94-2368070
Account # 5654-9077
DTC# 0164
at Charles Schwab & Company
Their phone number is 800-435-4000

*** Please be sure to let Park Day School know the details of the transfer.** Please inform Chris Miller and/or Jill Knowland (contact info below) on the details and your broker so that we have proper information and may look for the transfer. *Our notifications from Schwab do not include details. In order to properly credit you for the gift we must know the name of the stock and number of shares.*

*** To transfer shares of mutual funds**, please contact us for additional details.

If the stock you wish to gift to Park is restricted (stock subject to special conditions of sale or transfer) please have your broker contact Jill Knowland to make arrangements.

Chris Miller
Director of Development
510-653-0317 x103
Email: Chris.Miller@ParkDaySchool.Org

Jill Knowland
Chief Financial Officer
510-653-0317 x107
Email: Jill.Knowland@ParkDaySchool.Org

Thank you for your gift of stock!

Your donation to Park Day School supports a love for learning.