



ENSEMBLE THEATRE CINCINNATI

INSTRUCTIONS FOR MAKING A GIFT OF STOCK

1. Transfer the asset to:
DTC #0164, Code 40 at Charles Schwab & Co.
Account #5128-6878 for Ensemble Theatre of Cincinnati
2. To ensure the donor is properly credited with the gift, the transferring broker should include in the DTC the **name of the donor** and **purpose for which they are making the donation**.
3. Contact Beth Ceddia, ETC's account representative at Bartlett, by phone at 513-345-6234 or email to bceddia@bartlett1898.com and provide her with the following information:
 - Donor name
 - Number of shares, and of what corporation
 - Approximate dollar value

Beth can also answer any delivery-related questions which may arise.
4. Please copy the ETC development department on related email communications so we remain aware of the progress of the gift transfer.

Contact the Ensemble Theatre Cincinnati development department with any further questions:

Ensemble Theatre Cincinnati
1127 Vine St
Cincinnati, OH 45202-7226

phone: 513-421-3555, option 4
fax: 513-562-4104
email: development@ensemblecincinnati.org

Thank you!