



CENTRAL NEW YORK  
COMMUNITY  
FOUNDATION, INC.

*: Stock Transfer Instructions*

**CENTRAL NEW YORK COMMUNITY FOUNDATION**

To transfer stock to the Central New York Community Foundation, please provide your broker the instructions below. It is *extremely important* that you notify the Community Foundation when transferring securities into this account so that we may credit your gift to the appropriate charitable fund. Please notify Thomas Griffith that a stock transfer is in process, the name and number of shares and the fund to which the shares should be credited. Tom can be contacted by email at TGriffith@cnycf.org; by phone at (315) 422-9538 or by fax at (315) 471-6031. Thank you for your stock gift.

**BROKER NAME:** \_\_\_\_\_

**BROKER'S FIRM NAME:** \_\_\_\_\_

**BROKER'S ADDRESS:** \_\_\_\_\_

**RE: YOUR ACCOUNT NUMBER:** \_\_\_\_\_

**YOUR NAME:** \_\_\_\_\_

**SUBJECT: STOCK GIFT TRANSFER**

Dear Broker:

Accept this letter as a request and authorization to execute the following stock gift transfer of shares from the above referenced account. Please deliver these shares to the broker for the Central New York Community Foundation as follows:

DTC #0015  
Morgan Stanley Wealth Management  
Account # 621-113406-409  
Central New York Community Foundation, Inc.  
Attn: Tom Griffith (315-422-9538 )

**ASSET DESCRIPTION:** \_\_\_\_\_

**NUMBER OF SHARES:** \_\_\_\_\_

**DATE OF TRANSFER:** \_\_\_\_\_

Please note the date of your gift will be the date the stock is titled in the Community Foundation's name or is transferred to our account.

**FUND DESIGNATION FOR THIS GIFT:** \_\_\_\_\_

Please contact Mike or Ted Rulison at 315-448-3400 with information on securities being transferred.

Sincerely,

\_\_\_\_\_  
Signature

