



## STOCK TRANSFER INSTRUCTIONS

1. Donors can instruct their financial institution to transfer securities electronically via "DTC" to Le Jardin Academy, Inc. at:
  - **VANGUARD BROKERAGE SERVICES DTC Number: 0062**
  - **For further credit to: Le Jardin Academy, Inc**
  - **Account number: 49425810**
2. To ensure that the contribution is receipted in an expedient manner, please communicate the stock transfer request in writing or electronically to Le Jardin Academy, Inc. using the Sample Letter on Page 2 as a guide. Information to include in letter or e-mail: name of donor, name and number of shares donated, and reason/campaign for which the donation is being made. If emailing, please copy Stacy Kilty, Business & Finance Manager, at [stacy.kilty@lejardinacademy.org](mailto:stacy.kilty@lejardinacademy.org).

Le Jardin Academy is a 501(c)(3) Hawaii nonprofit organization.  
Contributions are tax deductible to the extent permitted by law and your tax situation.  
Federal Tax ID 99-0146978

Gift of Marketable Securities to Le Jardin Academy, Inc.

**STOCK TRANSFER LETTER**

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

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

City, State Zip \_\_\_\_\_

Date: \_\_\_\_\_

Donor Brokerage Firm: \_\_\_\_\_

Dear \_\_\_\_\_:

Please transfer a charitable donation of \_\_\_\_\_ shares of \_\_\_\_\_ from my account number \_\_\_\_\_ to the brokerage account of the Le Jardin Academy, Inc. as follows:

**Vanguard Brokerage Securities  
DTC #0062  
Account #49425810**

A copy of this letter has been sent to Le Jardin Academy, Inc. and to its broker, Vanguard Brokerage Services. Check the applicable box(es):

\_\_\_\_\_ percent of my gift may be used at the discretion of the Le Jardin Academy, Inc. Board of Directors to advance the mission of Le Jardin Academy, Inc.

\_\_\_\_\_ percent of my gift must be used for \_\_\_\_\_.

This gift is to be applied against my outstanding pledge, dated \_\_\_\_\_, in support of \_\_\_\_\_.

Thank you,

\_\_\_\_\_

Donor Name

cc: Stacy Kilty, Business & Finance Manager  
Le Jardin Academy, Inc.  
917 Kalaniana'ole Highway  
Kailua, HI 96734

cc: Vanguard Brokerage Securities  
P.O. Box 1110  
Valley Forge, PA 19482-1110