



## INSTRUCTIONS FOR SECURITIES AND WIRE TRANSFERS *As of September 2018*

Please provide your broker with these delivery instructions for gifts of securities or cash wire transfers:

### 1. STOCK TRANSFERS

- Firm Name: SEI Trust Co
- DTC #: 2039
  - For Further Credit: SunTrust Bank
  - For Further Credit Acct: 11188
- Account #: 7045001
- Account Name: Sidwell Friends School
- Tax ID: 53-0196519
- Gift Clearing Contract: Beverly Glenn
- Gift Contact Phone: (404) 724-3556

### 2. CASH WIRE TRANSFERS

- Bank Name: First Republic Securities LLC
- ABA/Routing #: 321081669
- Account #: 80001882720
- Account Name: Sidwell Friends School
- For International Wires:
  - Swift Code: FRBBUS6S

### 3. MUTUAL FUNDS

For gifts of mutual funds, please call Advancement Services at Sidwell Friends School at 202-537-8126 or email [thanks@sidwell.edu](mailto:thanks@sidwell.edu) and provide the following details. We will instruct First Republic Bank to create a unique bin number, which you can then provide to your broker, along with the below noted information, for the transfer.

- Mutual Fund Name
- Ticker/Symbol
- CUSIP
- Share quantity or approximate value

#### Information to be provided to the donor's mutual fund broker:

Receiving Firm: First Republic Securities Company, LLC  
 DTC#: 0443 (First Republic Securities Company, LLC clear thru Pershing LLC)  
 Bin #: Per above - **will be provided by Advancement Services at Sidwell Friends**  
 Account #: 33L123479  
 Account Name: Sidwell Friends

To ensure that your gift is processed accurately and acknowledged properly, please notify Advancement Services at [thanks@sidwell.edu](mailto:thanks@sidwell.edu) or call 202.537.8128.

Please share the following information with Advancement Services:

Your Name: \_\_\_\_\_

Gift Allocation: \_\_\_\_\_

*If your gift is for more than one fund, please specify the amount you would like to designate for each fund.*

Is this a pledge payment:                    YES            NO

Transfer Type:                                STOCK                                CASH WIRE                                MUTUAL FUNDS

Stock Name: \_\_\_\_\_ # Shares or Appx. Value \_\_\_\_\_

Transfer Date: \_\_\_\_\_ Broker Name and Phone # \_\_\_\_\_