## Woodruff Arts Center Instructions for Transferring Gifts of Securities

As of November 2007

Please send written instructions to your broker of your gift specifying that it is to be a charitable contribution to the **Robert W. Woodruff Arts Center, Inc. The Federal Tax ID is 58-0633971**. State in your instructions the issuer of the stock and either the number of shares or the estimated gift value for which you intend. <u>Please request donor data, such as First and Last Name, as well as to which division (Alliance Theatre, Atlanta Symphony, High Museum, Atlanta College of Art, Young Audiences) the gift is intended, to be transmitted with the securities. This will ensure that your gift is processed and given to the appropriate division in a timely manner.</u>

Your broker may transfer securities to our account (under The Robert W. Woodruff Arts Center, Inc.) at:

Broker Firm: Bear Stearns
Broker: Mr. Sam Srochi

(404) 842-4372 phone, (404) 995-4915 fax

Address: 3424 Peachtree Road, NE

Suite 1700

Atlanta, GA 30326

Account # 050-02413 DTC # 0352

Broker Firm: Smith Barney

Broker: Ms. Frances Levine

(404) 266-6602 phone, (404) 262-9142 fax, frances.h.levine@rssmb.com email

Address: 3333 Peachtree Road

Atlanta, GA 30336

Account # 411-13276-17-409

DTC # 418

Broker Firm: Merrill Lynch Broker: Mr. Bert Ponder

(404) 264-2072 phone, (404) 264-2918 fax

Address: 3455 Peachtree Road

**Suite 1000** 

Atlanta, GA 30326

Account # 706-04B83

DTC # 5198

So that the Woodruff Arts Center may know when to expect the transfer, please send, fax or email a copy of your instructions to:

Woodruff Arts Center 1280 Peachtree Street NE Atlanta, GA 30309

Attn: Josh Carstens, Campaign Records Manager

Phone: (404) 733-5300 Fax: (404) 733-4281

Email: joshua.carstens@woodruffcenter.org