



## ST. VLADIMIR'S ORTHODOX THEOLOGICAL SEMINARY

575 SCARSDALE ROAD CRESTWOOD, NY 10707 PHONE: 914/961-8313 FAX: 914/961-4507

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### **INSTRUCTIONS FOR DTC TRANSFER OF SECURITIES TO ST VLADIMIR'S SEMINARY**

Thank you for making a gift of securities to St Vladimir's Seminary. The following instructions are what to do if you would like to have your broker transfer the stocks to us electronically. If you actually have the stock certificates in your possession and would like to mail them to us, please consult the "Instructions for Mailing Stocks of Bonds to St Vladimir's Seminary," available on our website or from the Office of Institutional Advancement.

When giving by DTC transfer (electronic / wire transfer), you will need to provide the following instructions to your broker:

"Please deliver free through DTC #0164 Code 40 (Charles Schwab) \_\_\_\_\_  
(number) shares of \_\_\_\_\_ (company name) for credit to account  
number 8411-9009."

St Vladimir's Seminary's Schwab Institutional Account is managed by:

Matrix Asset Advisors  
747 Third Avenue, 31<sup>st</sup> Floor  
New York, NY 10017  
Telephone: 212-486-2004  
Facsimile: 212-486-1822

Please send the seminary a letter to let us know that you are making a gift securities and how you would like for us to use your gift. (A sample gift letter is available on our website at [www.svots.edu/support/stock/](http://www.svots.edu/support/stock/).) You can fax this letter to us at 914-961-4507, or you can mail it to:

Chief Advancement Officer  
St. Vladimir's Seminary  
575 Scarsdale Road  
Crestwood, NY 10707-1699

Many employers will match charitable donations to schools and universities. If your company matches, this multiplies your generosity at no cost to you. Please contact your company's human resources department for information about gift matching. If you already have a gift matching form, please send it in the same envelope as your gift letter.

If you have any questions, please contact the Office of Institutional Advancement at 914-961-8313, extension 340. Thank you again for your generous support and for being part of our mission and work.