

SKIP of New York, Inc.
Sample Letter for Gifts of Securities

This is a sample letter for an outright gift of securities held by a stockbroker or in an account. This letter should be sent to your broker or banker when you decide to make a gift. A copy should also be sent to SKIP. The SKIP contact for such gifts is Mary Potter, Controller, who is reachable at (212) 268-5999, #231 or by email at mpotter@skipofny.org

{Date}

{Your Broker/Banker Name}
{Company Name}
{Street Address}
{City, State, Zip Code}

Dear {Broker/Banker Name},

I am writing to inform you that I would like to make a gift of securities to SKIP of New York, Inc., a 501 (c)3 located at 601 West 26th Street, Suite 522, New York, NY 10001.

I would like to donate the following: {name of stock}, {stock symbol}, {number of shares} {estimated value}.

This gift should be made by {date}.

Please note the following information:

- o SKIP Bank: U.S. Trust, Bank of America Private Wealth Management
- o SKIP Account Number at 41-15-001-2180651
- o Account Name: SKIP of New York, Inc.
- o SKIP Tax ID Number: 13-3236869
- o DTC Number: 0955

The gift should be sent to the attention of Mary Potter, Controller at SKIP. She can be reached at (212) 268-5999, #231.

Please don't hesitate to contact me at {your phone number} with any questions. Thank you.

Sincerely yours,

{Your Signature}
{Your Name}

{Your Street Address}
{Your City, State, Zip Code}