



# Gifts of Stock

## Instructions for Donations of Stock to New England Village, Inc. (NEV)

Below you will find **two step** instructions for contributing a gift of stock to NEV.  
(Should you also require the details for donating mutual funds, please let us know.)

### Step 1: Complete Transfer

- If the shares are held at a securities firm or other brokerage account:
  - o Instruct institution where securities are held to transfer the shares to New England Village's account at The Vanguard Group.  

Account # 43036512    DTC # 0062
  - o Instruct broker to enter your name, as well as any other information that will help us identify the donation as coming from you (such as your account number, phone number, address, and/or broker information), into the "Text Comment" field of the DTC screen.
  - o Your institution may require a written Letter of Authorization. See sample below.
- If certificates/shares are in your physical possession:
  - o You must send us a Letter of Authorization.
  - o The signature of the person(s) named on the certificate(s) must be either on the back of the certificate(s) or on a Stock Power Form.
  - o NEV's Vanguard Asset Management and Trust Services account number (#43036512) should be written on the face of the certificate(s).
  - o These above named items: Letter of Authorization, Certificate(s), and Stock Power Form (if applicable) should be sent by a tracked mail system (i.e. Federal Express or Registered Mail) to the following address:

The Vanguard Group  
c/o James Gorman, T21  
P.O. Box 709  
Valley Forge, PA 19482

- o If you have any questions you may call James Gorman at Vanguard Asset Management and Trust Services at (800) 567-5163 ext.10267.

### Step 2: Notify NEV of Transfer

In order for NEV to properly acknowledge your gift, you will need to contact Dolores Rezendes by mail, phone, e-mail, or fax to provide NEV with the following:

- Date of stock transfer
- Number of shares
- Name of stock
- Correct spelling of your name
- Your complete mailing address

Dolores Rezendes can be reached at:

Dolores Rezendes, Director of Development  
New England Village  
664 School Street, Pembroke, MA 02359  
Tel: (781) 293-5461 ext. 107  
Fax: (781) 294-8385  
Email: [drezendes@newenglandvillage.org](mailto:drezendes@newenglandvillage.org)



## Sample Letter of Authorization

[Current Date]

To Whom It May Concern:

I am making a donation of the following securities to New England Village, Inc. (NEV). Please transfer them to account #43036512 at The Vanguard Group.

\_\_\_\_\_ shares of \_\_\_\_\_ stock.

So that New England Village is able to identify these shares as my donation to their organization and thus acknowledge me for this gift, I ask that you please enter my name, account number, phone number, address, and/or broker information into the "Text Comment" field of the DTC screen.

Thank you for your attention to this matter. Please call me with any questions or problems.

Sincerely,

[Name of donor]

[Donor phone number]