



### Gifts of Stock Instructions Sheet

1. For donors who wish to have their brokerage transfer stock to Girl Scouts of Eastern Pennsylvania's brokerage, Vanguard is GSEP's main brokerage. Both GSEP and Vanguard **must** be contacted BEFORE the transfer of stocks in order to ensure that the donor is properly acknowledged for their gift.

#### **The Vanguard Group**

Contact Person: **Eric Salzer**

Phone Number: 1-800-662-0106 extension 10267

Email: [eric\\_salzer@vanguard.com](mailto:eric_salzer@vanguard.com)

Address: **P.O. Box 2900, MS PNZO, Valley Forge, PA 19482**

Account Name: **Girl Scouts of Eastern Pennsylvania**

Account#: Number: **38595464**

DTC Clearing Number: **0062**

Tax ID Number: 23-1352309

For Fed-Ex Delivery:

**Vanguard Group**

**455 Devon Park Drive**

**Wayne PA 19087**

2. In order for us to accurately identify, allocate and acknowledge gifts, we request that a gift letter be sent to GSEP's Development department to confirm the transfer of stock or sale of stock. The letter should indicate the donor's name and address, the name and number of securities transferred, the date that securities were transferred and the specific program to which the donor is making their gift and be sent to:

Girl Scouts of Eastern Pennsylvania

Development Department

Attn: Trish Corvo

330 Manor Road

Miquon, PA 19444

3. Girl Scouts of Eastern Pennsylvania acknowledges gifts of stock based on the day the stock is transferred into our account.
4. Acknowledgements of the gift will be sent directly to the donor.

5. For donors who wish to donate a physical stock certificate to GSEP, please Trish Corvo, Director of Development Operations at the number below.

FOR ANY OTHER QUESTIONS REGARDING STOCK GIFTS PLEASE CONTACT:

**Trish Corvo, 215.564.2030 ext. 1084, [tcovo@gsep.org](mailto:tcovo@gsep.org)**

THANK YOU!