

Columbia Grammar & Preparatory School

5 West 93rd Street, New York, N.Y. 10025

(212) 749-6200 Fax: (212) 865-4278

INSTRUCTIONS FOR DONATING STOCK

If your broker or bank holds your stock, it can be transferred directly to CGPS. Please complete the form and fax it to Neil Crespi at Monness, Crespi, Hardt and to Sara Ziff at CGPS.

NOTICE OF TRANSFER OF STOCK

Account Manager: Mr. Neil Crespi
Monness, Crespi, Hardt
767 Third Avenue
New York, NY 10017
Tel: (212) 838-7575
Fax: (212) 308-3625

Account Title: Columbia Grammar & Preparatory School
Account Number: 64498811
DTC#: 501 (account carried by Goldman Sachs Execution & Clearing)

School Tax ID #: 13-0590970

Name of Stock: _____ Number of Shares _____

Name of Broker: _____ Tel: _____

Date of Transfer: _____

In order to receive credit for your gift, you MUST notify:

Sara Ziff, Director of Development
Columbia Grammar & Preparatory School
Tel: (212) 749-6200, ext. 220
Fax: (212) 865-4278

Name of Donor: _____

Address: _____

Telephone Numbers: Day _____ Evening _____