



**Smithsonian**  
*National Air and Space Museum*

Office of Development

**GIFTS OF SECURITIES**

*Please inform the Office of Development before making a gift of securities so we can properly credit you for the donation.*

**Stock Held in Brokerage Account**

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*NOTE: Stock can be wired to the Smithsonian; it is the safest and easiest method.*

- Contact Carolyn Stewart (202) 633-2620 (or StewartC@si.edu), with the *name of your broker*, the *name of the stock* and the *number of shares* you would like to contribute.
- Ask your broker to wire the stock to our broker, Folger Nolan Fleming Douglas, Inc.
- The wire instructions are:

DTC # 0141  
First Clearing  
a/c 73273607  
Smithsonian Institution  
National Air and Space Museum

- Please have your broker advise either Carolyn Stewart (202) 633-2620 (or StewartC@si.edu) or the Smithsonian Institution's Office of the Treasurer (202) 633-7145 of the *date that the transfer was initiated*, the *name and number of shares of stock (or face value for bonds)* and the *name of the donor*.
- Gifts will be acknowledged as of the date received by the Smithsonian broker. Smithsonian's Tax ID: 53-0206027.

**Physical Delivery of Stock Certificate(s) to Smithsonian Account**

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The Smithsonian prefers that you do *not* re-register stock in the name of the Smithsonian.

- Do not sign the certificate(s).
- A stock power form is needed for each certificate [available from the donor's broker]. The stock power must be signed by the (all) owner(s) of the stock(s) as the name(s) appears on the certificate(s). The donor's signature(s) must also be guaranteed by a national bank, trust company, or member of the New York Stock Exchange.
- Together, the certificate and power constitute a negotiable instrument *which can be cashed by anyone*. FedEx (or hand deliver) the *unsigned* stock certificate(s) and the *signed* stock power(s) **separately** to the Smithsonian's broker at the address shown below.
- Please have your broker advise Carolyn Stewart (202) 633-2620 (or StewartC@si.edu) or the Smithsonian Institution's Office of the Treasurer (202) 633-7145 of the *date that the transfer was initiated*, the *name and number of shares of stock (or face value of bonds)* and the *name of the donor*.

<p><b>Smithsonian broker:</b> Barbara Estridge Folger Nolan Fleming Douglas, Inc. 725 15<sup>th</sup> St NW Washington, DC 20005-2109 (202) 626-5209</p>	<p><b>Carolyn Stewart</b> <b>Office of Development</b> National Air and Space Museum Ste 3700 MRC 321 PO Box 37012 Washington, DC 20013-7012 (202) 633-2620 (202) 633-8174 (fax)</p>	<p><b>Albert Lee</b> <b>Office of the Treasurer</b> Smithsonian Institution Victor 9400 MRC 906 PO Box 37012 Washington, DC 20013-7012 (202) 633-7145 (202) 275-0197 (fax)</p>
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