

## Instructions for Transferring Stock to Athena Academy

Your broker may electronically transfer your donation to our account at Merrill Lynch.

**DTC #8862 to Athena Academy account # 736-02437**

**Merrill Lynch**

**640 Beachland Blvd., Suite 101**

**Vero Beach, FL 32963**

Contacts at Athena Academy: Sandra Gresham or Joanne Mutch

Telephone (650) 543-4560

Email: [Sandra@AthenaAcademy.org](mailto:Sandra@AthenaAcademy.org) or [Jo@AthenaAcademy.org](mailto:Jo@AthenaAcademy.org)

Contacts at Merrill Lynch: Alexander Batt or Carleen Porreca

Telephone: (772) 231-9013 or (772) 231-9006

Email: [Alexander.Batt@ml.com](mailto:Alexander.Batt@ml.com) or [Carleen.Porreca@ml.com](mailto:Carleen.Porreca@ml.com)

**It is very important** that you or your broker call Athena Academy or email [Sandra@AthenaAcademy.org](mailto:Sandra@AthenaAcademy.org) or [Jo@AthenaAcademy.org](mailto:Jo@AthenaAcademy.org) to advise us that your donation is being transferred to our account.

**Stock gifts arrive electronically in our account without any accompanying donor identification.**

Please include your preferred mailing address so that we may promptly send you a letter of appreciation and your official tax document which will include the name of the stock donated, the number of shares, and the fair market value of the stock on the date it was received in our account.

If you need assistance, please call Sandra Gresham or Joanne Mutch at 650-543-4560.

**Thank you for your support of Athena Academy!**

Updated 10/2018