



Stock donation

Electronic transfer instructions

Thank you for your decision to support the work of MTSO through a donation of stock. Following these instructions will help ensure receipt and prompt acknowledgement of your tax-deductible gift.

STEP 1: Contact one of these representatives of MTSO concerning your upcoming stock gift:

- Leigh Precise, executive assistant to the president
lprecise@mtso.edu or 740-362-3121
- Sarah Mouch, controller
smouch@mtso.edu or 740-362-3335

STEP 2: Instruct your broker to make a stock donation to MTSO on your behalf. Provide your broker with the following instructions:

Please transfer [number of] shares of [stock name] from my account on or before [date of transfer] to:

DTC # 0164 Code 40
Charles Schwab Corp.
For further credit to: Account #6268-0662
For the account of: Methodist Theological School in Ohio
REF: Donation from [donor name] for [gift purpose]