

**LANDON SCHOOL
SECURITIES TRANSFER INFORMATION SHEET**

Date: _____

(Please type or print clearly)

Broker's Name: _____

Brokerage Firm: _____

Address: _____

Phone Number: _____ Fax Number: _____

Dear _____,

(Your Broker's Name)

Please accept this letter as authorization to deliver free, via Depository Trust Corporation (DTC), a gift to Landon School from:

Mr./Mrs./Ms. _____ gift of _____ shares
(# of shares)

of _____ stock.
(name of the company)

The Landon Fund: Family of Funds now provides you the option to direct your gift to areas of personal interest. Please indicate below the area you would like to support.

Area of Greatest Need

Academics and Innovation

Access and Affordability

Arts

Athletics

Campus and Facilities

Faculty Professional Development

If your gift is for one of Landon's established memorial funds, please list below or contact Loretta Menzen at 301.320.1016 or Loretta_menzen@landon.net

Fund _____

Please deliver this gift of stock to Landon School's brokerage account care of:

Merrill Lynch

Attn: Winship Ross

Phone: (301) 215-4445

DTC ID: 8862

Merrill Lynch Account: 5TL-02506

Account Name: Landon School

Thank you for your attention to this matter.

Sincerely,

(Donor's Signature)

(Please print name in full)

Please advise our broker Winship Ross with Merrill Lynch and Landon School of your intention to donate stock by forwarding a copy of this letter to:

**Landon School Development Office
6101 Wilson Lane, Bethesda, MD 20817
Fax: 301-320-1930 Phone: 301-320-3200**