

## ***Procedure for Contributions of Securities or Wiring of Cash to the Weston Playhouse Theatre Company***

### **GIFTS OF SECURITIES:**

The Weston Playhouse Theatre Company appreciates your donation. In order to process your gift of stock we ask that you follow these instructions.

1. Instruct your broker to deliver the securities to:

Charles Schwab & Co.  
DTC# 0164 Code 40  
For credit to account # 9338-3602  
FBO: Weston Playhouse Theatre Company

All securities will be sold immediately. Your acknowledgement will be forwarded to you and will reflect the date of transfer, the average value on the date of transfer, the stock name and number of shares.

2. **IMPORTANT!!** Please also send a letter or e-mail to Charma Bonanno, Director of Development, Weston Playhouse Theatre Company, 703 Main Street, Weston, VT 05161 (phone 802-824-8167 x108, e-mail [cbonanno@westonplayhouse.org](mailto:cbonanno@westonplayhouse.org)) to let us know of the gift. Send a copy to John Boland, Maple Capital Management, 535 Stone Cutter's Way, Montpelier, VT 05602 ([jboland@maplecapital.com](mailto:jboland@maplecapital.com)) so that they may notify Schwab and look for the arrival of the gift in the account. **If these letters are not sent, we cannot identify the gift as yours when it arrives in our Schwab account.**

Maple Capital Management will notify the Weston Playhouse when your gift is posted to the account as well as the value of the gift on the day of the transfer.

3. If a stock certificate is in your possession and it is to be donated, two documents are necessary in addition to the stock certificate. They are:
  - "Stock Power" signed by the person named on the certificate
  - "Third Party Release" signed and notarized by the person named on the certificate.

### **CASH GIFTS BY WIRE:**

If you wish to donate cash, wire funds to:

Citibank NA  
New York, NY 10043  
ABA#021000089  
FBO: Charles Schwab & Co.  
A/C #40553953

FBO: Weston Playhouse Theatre Company  
A/C #9338-3602

**If you have any further questions, please contact the Weston Playhouse Theatre Company administrative office at 802-824-8167.**