

TRANSFERRING GIFTS OF SECURITIES

Instructions as of September 2017



GENERAL INFORMATION

Please send written instructions to your broker of your gift specifying that it is to be a charitable contribution to:

- Robert W. Woodruff Arts Center, Inc.
- Federal Tax ID is 58-0633971

Written instructions should also include the following donor-specific information in order to ensure that your gift is processed and given to the appropriate division in a timely manner:

- First & Last Name
- Gift Purpose – including if you intend for this gift to be directly in support of a single Arts Partner (Alliance Theatre, Atlanta Symphony Orchestra, High Museum of Art) or to the Woodruff Arts Center

CONTACT DETAILS

Your broker may transfer securities to our account (under The Robert W. Woodruff Arts Center, Inc.) at:

- SEI Private Trust Company
- DTC Participant Number: 2039
- FFC SunTrust Bank a/c 11188
- Account Number: 7967091
- Account Name: Woodruff Arts Ctr/Gift Clearing
- Address: SunTrust Bank
Free Movement, Mail Code 3132
303 Peachtree Street NE, 15th Floor
Atlanta, GA 30308

So that the Woodruff Arts Center may know when to expect the transfer, please send your instructions to Glenda Davis by mail or e-mail:

- Mail: Woodruff Arts Center
Attn: Glenda Davis
1280 Peachtree Street NE
Atlanta, GA 30309
- Email: glenda.davis@woodruffcenter.org

**QUESTIONS? PLEASE CALL GLENDA DAVIS,
ASSISTANT DIRECTOR OF DEVELOPMENT OPERATIONS,
AT 404.733.4558 FOR ASSISTANCE**