**Sample Letter to your Broker**

Dear:

I would like to make a gift of stock on [insert date] to the Girl Scouts of Central California South. Please transfer *[number]* shares of *[company name]* to the charity on *[indicate month, year when you would like transfer to occur].*

Use the following transfer instructions:

**Merrill Lynch
C/O Robert Sansom,** **bob\_sansom@ml.com****, (559) 436-3331
DTC Number:** **8862**
**Account Name:** **Girl Scouts of Central California South (Tax I.D. Number 94-6000662)**
**ACCT Number: 260-02295 Primary Endowment**

It is important to notify the Resource Development Department of the gift being transferred. Contact information is as follows:

**Girl Scouts of Central California South
Resource Development
1377 W. Shaw Avenue
Fresno, CA 93711**

 **E-mail:** **iaguilera@girlscoutsccs.org**

**Phone: (800) 490-8653**

The Girl Scouts of Central California South will also provide me with a receipt for this gift.

Thank you for your prompt attention to this matter.

Sincerely,

cc: Girl Scouts of Central California South