



## Instructions for Making Gifts of Stock to Kieve-Wavus Education, Inc.

- Your broker may *electronically* transfer shares from your brokerage account to Kieve's account at Morgan Stanley Smith Barney via DTC.

DTC #0015 to account #606-110627

- Or, you may have your broker *physically* transfer shares to Kieve's account.

### **Instructions for physical transfer:**

Morgan Stanley Smith Barney, Inc.  
Attn: Michael Boyson or Joanne Chessey  
PO Box 3838  
Portland, ME 04104  
Acct. #606-110627

- It is **VERY IMPORTANT** that you send letters or email specifying the gift and the donor to Kieve (attn: Russ Williams - russw@kiewewavus.org) and to Smith Barney (attn: Michael Boyson or Joanne Chessey Joanne.Chessey@morganstanleymithbarney.com), so that you will receive acknowledgement and documentation for tax purposes. Preferably, send the letters before making the gift.
- If you have further questions, please call Joanne Chessey at Smith Barney:  
  
(800) 782-5656 (from outside Maine)  
(800) 442-6722 (within Maine)