

Electronic Transfer of Securities

The Academy of Vocal Arts
1920 Spruce Street Philadelphia, PA 19103-6685

DTC Instructions

Broker: Private Client Group – Merrill Lynch, Pierce, Fenner and Smith, Inc.

Contact: Michael Paolone, 610-668-6147, michael_paolone@ml.com

DTC#: 8862

Credit: The Academy of Vocal Arts

Account#: 870-04C73

Thank you for making a gift of securities to The Academy of Vocal Arts. To allow us to thank you for your generous donation, and to provide you with the necessary documentation for income tax purpose, please provide us with the following information:

Name:

Address

City

State

Zip

Daytime Phone #:

Purpose of gift (i.e. fellowship, annual support, special event—note restrictions, if any)

Company name of securities transferred:

Number of Shares:

Name of brokerage house/bank:

Date of transfer:

Once the information is complete, please fax, email, or mail this sheet to:

The Academy of Vocal Arts
Jason Ward, Director of Institutional Advancement
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Philadelphia, PA 19103-6685
Fax: 215-732-2189
Direct: 215-735-1685 x28
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