

## **Instructions to Broker/Custodian for Stock Transfer Request to YWCA Greater Cincinnati**

We have been advised that a donor wishes to transfer shares of stock to the YWCA Greater Cincinnati. Please use the following instructions to complete a DTC (wire) transfer:

- I. Call Sharon Carter at Fifth Third Bank Institutional Custody Services, 513-358-1874, to alert her to the incoming transfer of stock. Her fax number is 513-534-4753. Please remember to provide the name of the donors.
- II. Use the following to make the transfer:
  - Corporate Name: YWCA of Greater Cincinnati
  - Federal ID #: 31-0537518
  - Fifth Third DTC participant ID#: 2116
  - Fifth Third DTC Agent ID#: 10016
  - Trust Account #: 010009755547
- III. Call Tracy Wells, VP of Development at the YWCA at 513-361-2126 or [twells@ywcacin.org](mailto:twells@ywcacin.org) with the following information:
  - Date of the gift (transfer to Fifth Third Bank)
  - Number of shares transferred
  - Mean value per share on the date of the gift (transfer)
- IV. Send confirmation letter with the item III information to:  
Jessica Mays  
VP, Finance  
YWCA of Greater Cincinnati  
898 Walnut Street  
Cincinnati, OH 45202

Please contact either Tracy Wells at 513-361-2126 or email [twells@ywcacin.org](mailto:twells@ywcacin.org) or Jessica Mays at 513-361-2128 or email [jmays@ywcacin.org](mailto:jmays@ywcacin.org) with any questions.  
Thank you.