

# ENSEMBLE THEATRE OF CINCINNATI

## INSTRUCTIONS FOR MAKING A GIFT OF STOCK

1. Transfer the asset to DTC #0164 at Charles Schwab & Co. to:

**Account #5128-6878 Ensemble Theatre of Cincinnati**

2. Contact account representative Diane Albrecht at (513) 345-6212 or via email at [dalbrecht@bartlett1898.com](mailto:dalbrecht@bartlett1898.com) with any delivery-related questions.

3. To ensure the donor is properly credited with the gift, the transferring broker should include in the DTC the **name** of the donor and **purpose** for which they are making the donation.

4. Please notify Development Manager, Jocelyn Meyer, by phone at (513) 421-3555 x15 or email at [jocelyn.meyer@cincyetc.com](mailto:jocelyn.meyer@cincyetc.com) before making your gift.

Please contact Ensemble Theatre of Cincinnati's Development office with any further questions:

Ensemble Theatre of Cincinnati  
1127 Vine Street  
Cincinnati, OH 45202-7226

phone (513) 421-3555  
fax (513) 562-4104

Thank you!