

# *THE* NASHVILLE FOOD PROJECT

## Gift of Stock Instructions

The Nashville Food Project will happily accept gifts of stock! To contribute, simply complete the two-step process below. If you have questions, please contact Brandi Bruns at 615-460-0172 or [brandi@thenashvillefoodproject.org](mailto:brandi@thenashvillefoodproject.org).

### **Step 1: Complete Transfer**

Instruct institution where stocks are held to transfer the shares to The Nashville Food Project account at Schwab Advisor Services using the following codes:

**DTC #: 0164, Code 40**

**Account #: 2345-0893**

Should you require it, The Nashville Food Project's Employer Identification Number (EIN)/Federal Tax Identification Number (TIN) is **45-2905951**.

Should you or your broker have any technical inquiries regarding the transfer, please contact Andrew Quinn at 615-709-8709.

### **Step 2: Notify Us of Your Gift**

Stock donations transfer to our account with no accompanying donor information. In order for us to identify your gift and send a tax receipt you will need to provide us with the gift details including the **name of the stock**, the **number of shares**, and **date of transfer**.

Please notify us of your donation by contacting our Chief Financial Officer, Brandi Bruns, at 615-460-0172 or [brandi@thenashvillefoodproject.org](mailto:brandi@thenashvillefoodproject.org). As soon as your donation is received and identified, we will send you a gift acknowledgement letter for your records.