



Instructions for Donations of Stock to International Planned Parenthood Federation/Western Hemisphere Region, Inc.

There are **two steps** to follow for contributing a gift of stock to IPPF/WHR.

Step 1: Complete Transfer

For shares held at a securities firm or other brokerage account:

Instruct the institution where securities are held to transfer the shares to the International Planned Parenthood Federation/Western Hemisphere Region, Inc account at Merrill Lynch:

**Account No. 857-04M58
DTC 5198
Attn: Mr. Brian O'Connor
Financial Consultant
Merrill Lynch/New York Sales Office
World Financial Center, South Tower, 40th Floor
New York, NY 10281
212-236-5173**

Instruct the broker to enter your name, as well as any other information that will help us identify the donation as coming from you (such as your account number, phone number, address, and/or broker information), into the "Text Comment" field of the DTC screen. Your institution may require a written Letter of Authorization. See sample on page 3.

Step 2: Notify IPPF/WHR of Transfer

In order for IPPF/WHR to properly acknowledge your gift, you will need to contact Nikki Speer, Senior Development Officer, by mail, phone, e-mail, or fax to provide the following:

- Date of stock transfer
- Number of shares
- Name of stock
- Correct spelling of your name

· Your complete mailing address

Nikki can be reached at:
nspeer@ippfwhr.org
(212) 214-0286
120 Wall Street, 9th Floor
New York, NY 10005-3902

