

**NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203
WINNETKA – NORTHFIELD, ILLINOIS**

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MEMORANDUM

**HOW TO MAKE A GIFT OF SECURITIES TO NEW TRIER TOWNSHIP HIGH SCHOOL
DISTRICT 203 FOR THE BLACK BOX THEATRE**

- 1. Contact your broker/financial advisor and instruct him/her to electronically deliver the securities to:**

**Pershing LLC
DTC# 0443
FBO: First Bank & Trust
Account # ABM-280025**

- 2. Email Chris Johnson, Assistant Superintendent of Finance and Operations, at johnsonc@nths.net. In the email message, advise Chris a donation will be coming and provide the following specifics:**

Purpose of the gift or intended use of the proceeds:

Name of the Stock:

Number of Shares: