



(615) 356-8000 • www.cheekwood.org

### DONATION OF SECURITIES

1. **Thank you for your donation of securities to Cheekwood Botanical Garden & Museum of Art.**  
Please mail or fax this completed form to:

Susan Earl Hosbach, CFRE  
Director of Development & Marketing  
Cheekwood Botanical Garden & Museum of Art  
1200 Forrest Park • Nashville, TN 37205  
Phone: (615) 353-6994 • Fax: (615) 353-0919  
E-mail: shosbach@cheekwood.org

2. **Please fill out the information below.** This information will assure that an appropriate receipt is issued in a timely manner and that you, the donor, receives acknowledgement for tax purposes:\*

_____	_____	_____
Name & Type of Securities (ex: IBM stock)	Number of Shares	Date of Transfer
_____	_____	_____
Donor's Name	Broker's Name	
_____	_____	
Donor's Street Address	Broker's Company	
_____	_____	
Donor's City/State/Zip	Broker's Phone Number	
_____		
Donor's Phone (This will only be used if a question arises or a problem occurs in the donation process.)		

3. **What follows is information necessary to assist you and/or your broker in this process:**

- Cheekwood's **broker contact information is: Bill Bradford • Smith Barney Citigroup • 3102 West End Avenue, Suite 200 • Nashville, TN 37203 • (615) 298-6503**
- Cheekwood's **account number** with Smith Barney Citigroup is: **591-02776-2-2-277**
- For electronic transfers, Smith Barney Citigroup's Depository Trust Company (**DTC**) number is: **0418**  
**THIS IS THE MOST SECURE AND COST EFFECTIVE WAY TO PROCESS YOUR GIFT.**
- Cheekwood Botanical Garden & Museum of Art is a not for profit Tennessee corporation qualified under section 501(c)(3) of the Internal Revenue Code.
- Cheekwood Botanical Garden & Museum of Art's **tax identification number (EIN)** is: **62-0627921**

\*After Cheekwood Botanical Garden & Museum of Art receives this form and our broker confirms the donation of securities, the fund development staff will issue an official acknowledgement letter to the donor. This letter will indicate the number and type of shares received and date the stock was converted into a gift (day when record ownership of stock was transferred to Cheekwood Botanical Garden & Museum of Art or the stock was unconditionally delivered to Cheekwood). All contributions are tax deductible to the fullest extent provided by law. Please contact your tax advisor for complete tax deductibility rules.