**Instructions for Donating Securities to the Rensselaerville Library**

Thank you for your gift of securities to the Library! In order to make the donation, please follow the steps below:

**Step 1:**

Instruct your broker or investment administrator to transfer your stocks, bonds, mutual funds, or other securities to the Library’s account at Vanguard. They will need the following information:

Rensselaerville Library

PO Box 188

1459 County Route 351

Rensselaerville, NY 12147

518-797-3949

The Library’s account is at Vanguard

Account #: 41317838

Tax ID #: 14-1409657

Vanguard’s DTC# (for stocks, bonds, ETF’s): 0062

Vanguard’s DTC# (for mutual funds): 5772

**Step 2:**

Please notify the Library Director that the securities have been transferred. Email the Director at [director@Rensselaervillelibrary.org](mailto:director@Rensselaervillelibrary.org) or call 518-797-3949. Please provide us with the following information:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I transferred \_\_\_\_\_\_\_\_\_\_\_ shares of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of transfer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 3:**

The Library will mail you a thank you letter recognizing the donation of the security for tax purposes. The value of your donation will be based on the closing price of the security on the date it is received into the Library’s account.

If you have any questions, please contact the Library Director at [director@Rensselaervillelibrary.org](mailto:director@Rensselaervillelibrary.org) or call 518-797-3949

Thank you for your generosity!