Cincinnati Children’s Hospital Medical Center  
Stock Transfer Instructions  

Thank you for your interest in supporting Cincinnati Children’s Hospital Medical Center with a gift of securities. Please follow the instructions below to ensure smooth processing:

1) Please contact Liz Curnett in the Department of Development at Cincinnati Children’s at 513-636-4484 (office); 513-636-7173 (fax); or email to liz.curnett@cchmc.org and provide the following information:

   1. Name of broker/firm/telephone number
   2. Name of donor(s)/address/telephone number
   3. Name of company stock to be transferred
   4. Number of shares of stock
   5. Expected date of transfer
   6. Specify if gift is unrestricted or restricted
   7. Tell us whether stock is held in account or in certificate form

2) If the stock is held in account at a brokerage firm:

   1. Provide your broker with written authorization to initiate the transfer of shares to the Cincinnati Children’s account specified below.

   2. Fax a copy of your transfer letter to Sharon Carter in Foundation and Endowment Services at Fifth Third Bank at 513-358-4753. Or, contact Ms. Carter by phone (513-358-1874) or e-mail (sharon.carter@53.com) to alert her that you will be making a stock transfer to the account specified below. Please remember to provide the name of the donor(s).

   Cincinnati Children’s Hospital Medical Center  
   Fifth Third Bank  
   Tax Identification Number 31-0833936  
   DTC Number 2116  
   Account Number 010003806932  
   Name of Donor(s)

Note: If the asset is being transferred into a planned gift vehicle such a charitable trust, please contact Karen Ecker Kratz at 513-636-5683 for further instructions. Thank you!