Stock gifts are an important source of support for Kansas City Repertory Theatre. Giving a stock gift is easy and can be done electronically or through the mail. The process is as follows:

- **Electronic:** To execute an electronic transfer of your stock to KC Rep, please transfer stock to KC Rep’s account at Commerce Brokerage Services, Inc. by completing a gift letter and sending it to your brokerage firm. Transfer instructions are on the letter (see attached sample letter on page 2).

- **By Mail:** If the stock certificate is held by individual(s) or if you choose to gift a physical certificate, the actual certificate can be mailed with a letter of instruction to deposit the certificate into the Rep’s account at Commerce Brokerage Services, Inc. Mailing instructions are on the sample letter on page 2. You will need to transfer ownership on the back of the certificate by writing Kansas City Repertory Theatre after the phrase “We hereby sell, assign and transfer to…”. All persons listed on the front of the certificate as owners must sign to complete the transfer. All signature(s) must be medallion guaranteed, not notarized. Medallion signature guarantees are available at your bank or brokerage firm.

**The date of your gift is the date that KC Rep receives the shares in its account.** The value of the gift will be the average of the high and low prices on the day the gift was received into the account. You will receive written confirmation of the value and date of your gift for your income tax purposes.

If you have any questions, please contact:

**Chris Unnerstall**  
Assistant Vice President, Financial Advisor  
Commerce Brokerage Services, Inc.  
118 W. 47th St.  
Kansas City, MO 64112  
Phone: (816) 234-1813  
Fax: (816) 234-7215  
E-mail: michael.unnerstall@commercebank.com

or

**Keri L. Noerrlinger**  
Development Operations Manager  
Kansas City Repertory Theatre  
4825 Troost Ave, Ste 106  
Kansas City, MO 64110  
Phone: (816) 235-6106  
E-mail: noerrlingerk@kcrep.org
STOCK GIFT
SAMPLE LETTER

(Date)

(Your Broker’s Name)
(Brokerage Firm’s Name)
(Brokerage Firm’s Address)

Dear (Broker):

I, (donor’s name), authorize you to transfer (number of shares) shares of (name and ticker of stock) from my account (brokerage account number) to Kansas City Repertory Theatre.

KC Rep’s account information and transfer instructions are as follows:

- **DTC**
  Participant # **0226** - The Commerce Trust Company
  F/B/O NFS A/C #: **026-705734** – Kansas City Repertory Theatre

- **PHYSICAL CERTIFICATE** via overnight or regular mail:
  National Financial Services LLC
  Newport Office Center III
  499 Washington Blvd., Jersey City, NJ 07310

Please contact Chris Unnerstall at Commerce Brokerage Services, Inc. (816-234-1813) with the following information:

- Your name and phone number
- My name as donor
- Name and ticker of the stock transferred
- Number of shares being transferred

If you have any questions about this transaction, call me at (donor’s phone number). Thank you for your prompt attention to this matter.

Sincerely,

(Donor’s name)

cc: Chris Unnerstall
    Assistant Vice President, Financial Advisor
    Commerce Brokerage Services, Inc.
    118 W. 47th St.
    Kansas City, MO 64112