



**STOCK TRANSFER INSTRUCTIONS**

Philadelphia Foundation

Bank: Key Bank  
DTC#: 2205  
Account number: 2171537  
Reference: *Donor name and Fund Name*

If you are transferring mutual funds or other types of securities, please contact Erin Adler at 216-471-2595. Please note that transfers of mutual funds, physical certificates, or other types of unique securities may require additional handling and could take three weeks or more to process.

**Federal Tax ID#:** 23-1581832

Please contact either The Philadelphia Foundation or Key Bank once you are ready to process the transfer. This will allow us to identify the gift once it arrives and credit the proper fund. You or your broker may contact one of the following:

**Philadelphia Foundation**

**Siobhan Neitzel**

[sneitzel@philafound.org](mailto:sneitzel@philafound.org)

215-863-8113

**Key Bank**

**Erin Adler**

[Erin\\_k\\_Adler@keybank.com](mailto:Erin_k_Adler@keybank.com)

216-471-2595

