



## **MAKING A GIFT OF SECURITIES TO UNIVERSITY OF DAYTON**

**If your broker or banker holds your securities, choose one of these two ways to transfer the stock.**

### **1: Electronic (DTC) Transfer**

Ask your financial representative to transfer the stock via DTC. This is a quick and efficient form of transfer:

Send DTC to: Merrill Lynch DTC #5198  
Account Name: University of Dayton  
Account No.: 5SE-04859

Your representative can phone UD's Merrill Lynch contact in Dayton at (937) 847-4079. You will also need to inform Ann Rush of UD's Advancement Division (937) 229-3217, [arush1@udayton.edu](mailto:arush1@udayton.edu) before this transfer is made so that your gift can be identified and properly acknowledged. The "date of the gift" will be the date that the stock is received in UD's account at Merrill Lynch.

### **2. Transfer to a UD account at your brokerage**

If your financial representative has an existing account for UD, instruct him or her to transfer the shares of stock you plan to give to that account. Ask your representative to phone Ann Rush of UD's Advancement Division (937) 229-3217 before this transfer is made so we can properly acknowledge your gift and can provide instructions for disposition of the stock. The "date of the gift" will be the date that the stock is received in UD's account.

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**If you hold your securities in certificate form, choose one of the following ways to give the stock. Forms are available by contacting Ann Rush at 937-229-3217.**

## 1. Transfer Stock by Mail

Mail certificate(s) via U.S. Postal Service *certified* mail – without any endorsement or assignment – along with a **Letter of Intent**, indicating the purpose of your gift, to the University of Dayton, Advancement Division, 300 College Park, Dayton, OH 45469-7056.

In a separate envelope, provide one **Irrevocable Stock/Bond Power** form per certificate, and send *by certified mail*. Before mailing the Stock/Bond Power form(s), endorse each form where indicated exactly as your name(s) appear(s) on the front of the certificate. Do not include any other information on this form. A **signature guarantee\*** must be obtained by an authorized medallion signature guarantor. Mail (via U.S. Postal Service certified mail) the Stock/Bond Power form(s) to the University of Dayton, Advancement Division, 300 College Park, Dayton, OH 45469-7056.

The latest postmark date of the envelope containing the certificate(s) and letter of intent and the one containing the stock/bond power(s) is the date of the gift. (Note, if you use a private carrier for the delivery, the date of the gift is the day your envelopes are received by UD.)

## 2. Transfer Stock in Person

Bring your stock certificate(s) in person, without any endorsement or assignment, along with a **Letter of Intent**, indicating the purpose of your gift, to the University of Dayton, Advancement Division, River Campus, 5<sup>th</sup> Floor (1700 Patterson Blvd.).

In addition, provide one **Irrevocable Stock/Bond Power** form per certificate. Before delivering the Stock/Bond Power form(s), endorse each form where indicated exactly as your name(s) appear(s) on the front of the certificate(s). Do not include any other information on this form. A **signature guarantee\*** must be obtained by an authorized medallion signature guarantor. Deliver the Stock/Bond Power form(s) to the University of Dayton, Advancement Division, River Campus, 5<sup>th</sup> Floor (1700 Patterson Blvd.).

When delivering in person, the gift date is based on the date that the stock is delivered along with the related forms.

*\*An authorized officer of a bank or other financial institution may guarantee the signature. Please be advised that a Notary Public is NOT an acceptable guarantor.*

*According to IRS rules, stock gifts are valued by taking an average of the high and low market price on the day the stock gift is officially completed. The University of Dayton will notify you of the valuation of your gift for our internal purposes.*

The University of Dayton's tax identification number is 31-0536715.