

# Making a Gift of Stock to Emory University

Emory University  
Office of the Controller  
1599 Clifton Road, 3<sup>rd</sup> Floor  
Atlanta, GA 30322

## STOCK HELD IN A BROKERAGE ACCOUNT

1. Instruct your broker to transfer the shares electronically to Emory University. Our custodian account is with Northern Trust. Your gift date is the date the shares are received in the Emory University account. Your gift amount is the average of the high and low price on the day of receipt at Emory.
2. After instructing your broker to make the transfer, please contact the Office of the Controller by phone (404-727-2847) or email (stockgifts@emory.edu) with the type of stock and the Emory account designation so that we can match your name with your gift when it arrives.

### Non-endowment gifts:

Account Name:	Non-Endowment Gift Account
Account Number:	26-92598
Agent Bank Number:	20290
DTC Participant Number:	2669

### Endowment gifts:

Account Name:	Endowment Gift Account
Account Number:	26-92596
Agent Bank Number:	20290
DTC Participant Number:	2669

## STOCK CERTIFICATES IN YOUR POSSESSION

1. Write a brief letter of instruction that includes your name, name of stock(s), number of shares to be donated, and the Emory account to which you wish your gift to be credited.
2. Sign a stock power form. You can obtain a stock power form from your broker or from the Office of the Controller. Only your signature is required on the form.
3. Mail the *unsigned* stock certificate(s) and letter of instruction in one envelope and the *signed* stock power form in a separate envelope to the Office of the Controller at the address above. Your gift date is the postmark date of the later envelope. Your gift amount is the average of the high and low price of your stock gift on that date.
4. Please contact the Office of the Controller by phone (404-727-2847) or email (stockgifts@emory.edu) to let us know the gift is in progress.

NOTE: If you have a certificate for more shares than you wish to donate, please include your Social Security number and a written note specifying how many shares you wish to donate and how many shares should be returned to you. Please be sure to include an address for the new certificate to be sent. It generally takes four to six weeks for a new stock certificate to be issued in your name.

## MUTUAL FUND GIFTS

In order to transfer a mutual fund to Emory University a shell account will need to be set up at the fund company where the shares are held. Our custodian bank, Northern Trust, will complete this process on behalf of Emory University.

In order to facilitate this process, please fill out the mutual fund information below. Please email or fax this document back to Emory and we will work to get the fund transferred to Emory University in the correct manner.

Today's Date: \_\_\_\_\_  
Mutual fund name: \_\_\_\_\_  
Number of shares or \$ amount: \_\_\_\_\_  
Where the shares are held: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact phone #: \_\_\_\_\_  
Contact email address: \_\_\_\_\_  
Donor name(s): \_\_\_\_\_  
Symbol: \_\_\_\_\_  
Cusip #: \_\_\_\_\_

**CLOSELY HELD AND OTHER STOCK GIFTS**

Please contact the Office of Gift Planning for information about making a gift of closely held stock or other forms of stock ownership. Call 404-727-8875 for more information.

Emory University  
Office of Gift Planning  
1762 Clifton Road  
Atlanta, GA 30322

