

Stock Gift Transfer Instructions

There are three easy ways to give securities to Shorter University:

- 1. ELECTRONIC TRANSFER:** It is very important that the donor or his/her broker notify Shorter University of the impending stock transfer by contacting Candy Edwards at 800-868-6980 or 706-292-3919.

The University must know the name of the stock, the number of shares, the name of the donor, and the designation of the gift (fund name) in order to credit the gift properly. Stocks can be transferred electronically to Shorter's account with the following information:

Shorter (STC): 74-2037-01-3
FFC Shorter University: 69-G052-03-3
DTC: 5409

Following IRS regulations, valuation of the gift will be based on the date the stock transfers into the University's account, unless the university has previously signed agency papers with the transferring organization.

2. IF YOUR BROKER (OR BANKER) HOLDS THE STOCK IN STREET NAME:

- Instruct your broker in writing the specific shares that you wish to donate to Shorter University.
- Have your broker call Shorter to receive instructions on the disposition of the donated shares.
- Stock valuation will be the date the transferred shares reach the University's account. For this reason it is imperative that your broker transfer stock in an expedient manner. A stock gift is complete only when the actual transfer takes place.

3. IF YOU HOLD THE CERTIFICATES:

Send UNENDORSED certificate by REGISTERED mail to:

**Office of University Advancement
Shorter University
315 Shorter Avenue
Rome, Georgia 30165**

- By SEPARATE first class mail, send a stock power signed exactly as your name appears on the UNENDORSED CERTIFICATE, with your signature guaranteed by a bank officer.
- Stock powers can be obtained from your broker, banker, or the University. Include a letter indicating for what purpose the gift is being given. Stock valuation date will be the postmark date on the envelope containing the stock power.
- If the certificate is made out in the name of Shorter University, valuation will be made as of the issue date recorded on the certificate.

If you have any questions, contact Candy Edwards at 706-292-3919.