

THE UNIVERSITY OF THE SOUTH
Office of University Advancement
735 University Avenue
Sewanee, TN 37383-1000

STOCK TRANSFER INSTRUCTIONS

There are three easy ways to give securities to The University of the South:

1. ELECTRONIC TRANSFER:

- **IT IS VERY IMPORTANT THAT THE DONOR OR HIS BROKER NOTIFY SEWANEE (1-800-367-1179) OF THE IMPENDING TRANSFER.** The University must know the name of the stock, the number of shares, the name of the donor, and the designation of the gift in order to credit the gift properly. Please contact one of the persons listed below with this information.

- Stocks can be transferred electronically with the following information:

Official name of the University: The University of the South
Tax identification number: 62-0475697
Receiving brokerage firm: Stephens Inc.
3344 Peachtree Rd, NE, Suite 2000
Atlanta, GA 30326
Contact at Stephens: Jana Burke jana.burke@stephens.com
Phone: 404-461-5165
DTC: 0443 **ACCOUNT NUMBER:** ST5144966

*****The University must know the name of the stock, the number of shares, the name of the donor, and the designation of the gift in order to credit the gift properly.*****

It is most important that you contact the Advancement Office at 800-367-1179, or Gwen Gentry 931-598-1641 to notify the University of your gift of stock. You may also email stockgifts@sewanee.edu.

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 The University of the South.
- Have your broker call Sewanee 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
The University of the South
735 University Avenue
Sewanee, Tennessee 37383-1000

- 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 The University of the South, valuation will be made as of the issue date recorded on the certificate.

We invite you to visit our web site: <http://ur.sewanee.edu/>
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