

THE UNIVERSITY OF THE SOUTH
University Relations
Advancement Services
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:

IMPORTANT: PLEASE USE THE CONTACT INFORMATION BELOW TO NOTIFY SEWANEE 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 Sheila Whitten or Gwen Gentry with this information.

- Stocks can be transferred electronically using the following information:

Official name of the University:	The University of the South
Tax identification number:	62-0475697
Receiving brokerage firm:	LPL Financial Unit 418 1735 Peachtree Street NE Atlanta, GA 30309

Contact at LPL Financial/680Group:	Sheila Whitten, Director of Operations sheila@the680group.com (404) 807-1458 DTC: 0075 ACCOUNT NUMBER: 2720-7673
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Contact at the University:	Gwen Gentry, Director of Advancement Services (931) 598-1641 gifts@sewanee.edu
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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:

- Provide your broker with written instructions detailing the specific shares that you wish to donate to the University.
- 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:

University Relations
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 University of the South is the designee listed on the certificate, valuation will be made as of the issue date recorded on the certificate.