

**GIVE A GIFT TO
ILLINOIS INSTITUTE OF TECHNOLOGY
via STOCK, WIRE OR MUTUAL FUND TRANSFER**

STOCK

IF HELD IN YOUR BROKERAGE ACCOUNT:

1. Contact your broker. Let him or her know of your intent to transfer stock to an account in IIT's name. Tell your broker the type of stock and number of shares you would like to transfer. Most brokers will also require that you submit a written confirmation letter authorizing the transfer to IIT. Remind your broker to include your name with the stock transfer.
2. **IMPORTANT:** To ensure your gift is promptly recognized and acknowledged, please send a copy of the confirmation letter via mail, email, or fax to:

Melissa Lee, Senior Director, Advancement Services
Illinois Institute of Technology
Office of Institutional Advancement
10 West 35th Street, Suite 1700, Chicago, IL 60616
fax: 312.567.5001/ 312.567.7145 / leem@iit.edu

3. After receiving the letter, your broker will be able to transfer the stocks directly to IIT's account at Pershing, LLC.

IIT'S BROKER: Bank of New York/Pershing
500 Grant Street, Suite 0475 Pittsburgh, PA 15258
Attn: Jorja Watts
Phone: 412.234.0439

BANK of NY/Pershing DTC NO.: 0443

IIT'S ACCOUNT NO./NAME: N7M100228 / Illinois Institute of Technology

IF HELD IN CERTIFICATE FORM:

-By Mail:

This two-step procedure for mailing certificates prevents theft and ensures you against loss through the mail.

1. Mail **unsigned** stock certificates to IIT by registered mail.
2. In a **separate** registered mail package, send a signed stock power (attached) that transfers ownership of the stock to IIT. The postmark date of the stock power package will be the date of the gift. We recommend using the U.S. Postal Service to avoid confusion.

-Hand Delivery:

You may deliver stock to IIT in person during normal office hours.

1. Sign the stock certificates and have your signature “medallion guaranteed” at your bank. Certificates should be signed on the back **exactly as your name is printed on the certificate and they must be dated.**
2. Write “Illinois Institute of Technology” in the space provided to indicate IIT as the new owner of the stock. The day the stock is received at IIT will be the date of the gift and valuation.

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Illinois Institute of Technology
Office of Institutional Advancement
10 West 35th Street, Suite 1700, Chicago, IL 60616
fax: 312.567.5001/ 312.567.7145 / leem@iit.edu

IF HELD BY A TRANSFER AGENT:

If you own securities that are held in book entry form by a transfer agent, please contact the transfer agent directly to learn about requirements for transferring gift stock to IIT. Transfer agents will not disclose the name of the donor to IIT—so please be sure to notify us of your intention to transfer securities via phone at 312.567.7145, or fax at 312.567.5001, or email at leem@iit.edu.

CONSIDERATIONS WHEN MAKING A GIFT OF STOCK

A. Valuation

Per IRS regulations, the date when IIT becomes the irrevocable owner of the stock is the date of the gift. This date is used to determine the value of the stock gift.

For publicly traded/listed stock, the valuation is the mean or average of the stock’s high and low price on the date of the gift.

Acceptance of international stock, restricted securities, closely held or non-publicly traded securities must be approved by the AVP Finance & Controller before they are accepted by IIT.

B. IRS Tax Forms

If your gift is valued over \$500, you will need to report it on an IRS Form 8283 "Non-Cash Gifts" when you file your taxes. Your tax advisor can help you with this.

WIRE TRANSFERS (Domestic & International)

To initiate a wire transfer, please use the instructions below:

ACCOUNT NAME: Illinois Institute of Technology
ACCOUNT NUMBER: 4645251622
WIRE ROUTING NUMBER: 041000124
WIRE SWIFT CODE: ***PNCCUS33 (International Wires only)***
Bank Address: PNC Bank, 500 First Ave., Pittsburgh, PA 15219

AUTOMATED CLEARING HOUSE (ACH) TRANSFER

You can transfer funds to Illinois Institute of Technology via ACH as follows:

ACCOUNT NAME: Illinois Institute of Technology
ACCOUNT NUMBER: 46608210
ACH TRANSIT/ROUTING NUMBER: 021052053
Bank Address: PNC Bank, 500 First Ave., Pittsburgh, PA 15219

GIFTS OF MUTUAL FUNDS

Charitable gifts of mutual fund shares confer the same tax benefits as gifts of individual stock, but there are distinctions between mutual funds and other stocks that need to be taken into account when donating mutual fund shares. **IMPORTANT:** This process can take two to four weeks to complete. Please keep this in mind if you are making this type of gift toward the end of the calendar year. We recommend beginning the transfer before Thanksgiving if the year of the contribution is important.

1. Contact your account representative at the mutual fund company regarding the process of making a gift of mutual fund shares.
2. Please notify Melissa Lee, Senior Director, Advancement Services, (leem@iit.edu / 312.567.7145) of your interest in making a gift of mutual fund shares and provide the mutual fund CUSIP or symbol, the number of shares, and the contact information of the account representative at the mutual fund company. Melissa Lee will confirm with IIT's broker the existence of an account with the mutual fund company into which the mutual fund shares may be transferred.
3. If IIT's broker does **not** have such an arrangement with the mutual fund company, you will be informed that your broker will need an account at your brokerage firm for IIT. To do this, you will need to provide IIT's **Tax ID Number 36-2170136** to your broker. If your

broker needs further information, he or she may contact Melissa Lee (leem@iit.edu / 312.567.7145).

4. When it is confirmed that an account is available for the transfer of mutual fund shares, then you may instruct the mutual fund company to transfer the shares. **IMPORTANT:** The mutual fund company may require from you a written letter of authorization for directing the transfer of the shares, as well as a Medallion Signature Guarantee. Sample authorization letters are attached.

12.16.2015

**ILLINOIS INSTITUTE OF TECHNOLOGY
IRREVOCABLE STOCK/BOND POWER**

FOR VALUE RECEIVED, the undersigned does (do) hereby sell, assign and transfer to

IF STOCK, COMPLETE THIS PORTION:

_____ shares of the _____ stock of _____
represented by Certificate(s) No.(s) _____
inclusive, standing in the name of the undersigned on the books of said Company.

IF BONDS, COMPLETE THIS PORTION:

_____ bonds of _____
in the principal amount of \$_____, No.(s) _____ inclusive
standing in the name of the undersigned on the books of said Company.

**The undersigned does (do) hereby irrevocably constitute and appoint _____
_____ attorney to transfer the said stock or bond(s) as the case may
be, on the books of said Company, with full power of substitution on the premises.**

SIGN HERE ONLY _____

Dated _____

MEDALLION SIGNATURE GUARANTEE: _____

Dated _____

Please address to: Melissa Lee, Senior Director, Advancement Services, Illinois Institute of Technology, 10 West 35th Street, #1700, Chicago, IL 60616

MUTUAL FUND GIFT TRANSFER LETTER OF AUTHORIZATION

Date:

For delivery from fund

Mutual Fund Company
Address
City, State Zip

Donor Account Name: _____

Donor Account Number: _____

To Whom It May Concern:

Please transfer the following mutual fund assets held in the above-named account to Pershing LLC per the attached instructions.

Ticker/ Symbol: _____

Fund Name: _____

Share/ Dollar Amount: _____

Please deliver these shares to Fund Account / BIN Number: N7M100228 / Illinois Institute of Technology

Should you have any questions or need any additional information, please contact Jorja Watts at BNY Mellon Capital Markets at 412-234-0439.

Sincerely,

Signature Medallion Guarantee

MUTUAL FUND GIFT TRANSFER LETTER OF AUTHORIZATION

Date:

For ACAT deliveries

Donor's Brokerage Firm
Address
City, State Zip

Donor Account Name: _____

Donor Account Number: _____

To Whom It May Concern:

Please transfer the following mutual fund assets held in the above-named account to Pershing LLC per the attached instructions.

Ticker/ Symbol: _____

Fund Name: _____

Share/ Dollar Amount: _____

Please deliver these shares via ACAT to:

DTC 0443 Pershing LLC

FBO Account # N7M100228 / Illinois Institute of Technology

Should you have any questions or need any additional information, please contact Jorja Watts at BNY Mellon Capital Markets at 412-234-0439.

Sincerely,

Signature Medallion Guarantee