



# Gifts of Stock, Bonds, and Mutual Funds to IIT

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## Gifts of Stock

### ***If Held in Your Brokerage Account***

- Inform your broker 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.
- **IMPORTANT:**  
To ensure your gift is promptly recognized and acknowledged, please send a copy of the confirmation letter to Melissa Lee, Senior Director, Advancement Services via mail to our secure lockbox:

**IIT Institutional Advancement  
7565 Solution Center  
Chicago, IL 60677-7005**

You may also send an electronic copy of the confirmation letter to Melissa Lee at [leem@iit.edu](mailto:leem@iit.edu), or FAX: 312.567.5001.

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

<b>IIT Broker:</b>	Bank of New York/Pershing 500 Grant Street, Suite 0475 Pittsburgh, PA 15258 Attn: Jorja Watts Phone: 412.234.0439
<b>DTC Number:</b>	0443
<b>IIT Account No.:</b>	N7M100228
<b>Account Name:</b>	Illinois Institute of Technology

# ILLINOIS TECH

## ***If Held in Certificate Form***

- **Deliver by Mail**
  - Please mail **unsigned** stock certificates to IIT by registered mail.
    - IIT Office of Institutional Advancement  
Melissa Lee, Senior Director, Advancement Services  
10 W. 35th Street, Suite 1700  
Chicago, IL 60616
  - In a **separate** registered mail package, please send a signed stock power (*see Page 4*) to transfer 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
- **Deliver in Person**
  - You may deliver stock to IIT in person during normal office hours.
  - 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.**
  - 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.

## ***If Held in Your Brokerage Account***

- 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.**
  - Please notify Melissa Lee, Senior Director, Advancement Services of your intent to transfer securities. Direct: 312.567.7145/FAX: 312.567.5001/Email: [leem@iit.edu](mailto:leem@iit.edu).

## ***Considerations When Making Gifts of Stock***

- **Valuation**
  - Per IRS regulations, the date 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 VP Finance & Controller before they are accepted by IIT.**
- **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.

## 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.**

- Contact your account representative at the mutual fund company regarding the process of making a gift of mutual fund shares.
- Please notify Melissa Lee, Senior Director, Advancement Services, of your intent to transfer securities. Direct: 312.567.7145 / FAX: 312.567.5001 / Email: [leem@iit.edu](mailto:leem@iit.edu).
  - You will need to 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.
- 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 directly.
    - Direct: 312.567.7145 / FAX: 312.567.5001 / Email: [leem@iit.edu](mailto:leem@iit.edu).
- When IIT confirms the account is available for transfer of mutual fund shares, you may then 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 provided at the end of this document.

# ILLINOIS TECH

## Irrevocable Stock/Bond Power

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

**If Stock, complete this section**

\_\_\_\_\_ 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 section**

\_\_\_\_\_ bonds of \_\_\_\_\_  
in the principal amount of \$ \_\_\_\_\_ represented by Certificate  
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** \_\_\_\_\_

**Date** \_\_\_\_\_

**Medallion Guarantee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## Mutual Fund Gift Transfer Letter of Authorization

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### For delivery from fund

Date

Mutual Fund Company

Address

City, State Zip

Donor Account Name: \_\_\_\_\_

Donor Account Number: \_\_\_\_\_

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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.

Ticket/Symbol: \_\_\_\_\_

Fund Name: \_\_\_\_\_

Share/Dollar Amount: \_\_\_\_\_

Please deliver these shares to:

Fund Account

BIN Number: N7M100228 / Illinois Institute of Technology

Should you have questions or need 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

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### For ACAT Deliveries

Date

Donor's Brokerage Firm

Address

City, State Zip

Donor Account Name: \_\_\_\_\_

Donor Account Number: \_\_\_\_\_

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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.

Ticket/Symbol: \_\_\_\_\_

Fund Name: \_\_\_\_\_

Share/Dollar Amount: \_\_\_\_\_

Please deliver these shares via ACT to:

DTC 0443 Pershing LLC

FBO Account No. N7M100228 / Illinois Institute of Technology

Should you have questions or need additional information, please contact Jorja Watts at BNY Mellon Capital Markets at 412.234.0439.

Sincerely,  
(Signature)

Medallion Guarantee



## Wire Transfer & ACH Transfer Instructions

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### Wire Transfer

*To initiate domestic & international wire transfers, please use these instructions.*

**Account Name:** Illinois Institute of Technology  
**Account Number:** 4645251622  
**Wire Routing Number:** 041000124  
**Wire Swift Code:** **PNCCUS33** (*International wire transfers only*)  
**Bank Address:** PNC Bank, 500 First Ave., Pittsburgh, PA 15219

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### Automated Clearing House (ACH)

*Transfer funds to Illinois Institute of Technology via ACH with these instructions.*

**Account Name:** Illinois Institute of Technology  
**Account Number:** 46608210  
**ACH Transit/Routing No.:** 021052053  
**Bank Address:** PNC Bank, 500 First Ave., Pittsburgh, PA 15219