

ILLINOIS TECH

Gifts of Stock, Bonds, & Mutual Funds To Illinois Institute of Technology

Gifts of Stock

If Held in Your Brokerage Account

- 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.
- **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
Email: leem@iit.edu / Direct: 312.567.7145 / 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.

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

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If Held in Certificate Form

- **Deliver by Mail**
 - This 2-step procedure for mailing stock certificates helps to prevent theft and safeguards against loss in the mail
 - Mail **unsigned** stock certificates to IIT by registered mail.
 - 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.

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 AVP 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.]
 - 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.]
- 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.

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

For delivery from fund

Date

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.

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 Gurantee



Mutual Fund Gift Transfer Letter of Authorization

For ACAT Deliveries

Date

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.

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

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

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