

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 Gift Processing, of your intent to transfer securities. Direct: 312.567.5000 / FAX: 312.567.5001 / Email: giftadmin@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.
 - Gift Processing 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 Gift Processing directly.
 - Direct: 312.567.5000 / FAX: 312.567.5001 / Email: giftadmin@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.

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 BNY Mellon 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

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 BNY Mellon per the attached instructions.

Ticker Symbol: _____

Fund Name: _____

Share/Dollar Amount: _____

Please deliver these shares via ACT to:

DTC 0443 BNY Mellon
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