Mount Marty College

Gift of Securities - Transfer Instructions

Valid as of June 27, 2013

Non-Physical Deliveries:

A donor wishing to transfer securities electronically from his or her personal brokerage account to an appropriate Mount Marty College account should:

A. Provide the college with a letter of instruction regarding the application of the proceeds of the securities.
B. Provide the donor's brokerage company the following information in order to transfer securities to Mount Marty College:

Depository Trust Company - Securities

DTC: #0725

FAO: Mount Marty College

Raymond James Account Number: 51239263

Physical Deliveries:

A donor should obtain a stock power from his or her banker or broker, signing his or her name exactly as it appears on the certificates, and have that signature guaranteed by the banker or broker. The stock power and a letter of instruction should be mailed to the appropriate development officer **under separate cover** from the stock certificates. Upon receipt, these original documents will be immediately hand-delivered by the advancement officer to the Vice President for Financial Affairs. The college should be designated on the stock certificate(s), stock power, or related instruments of transfer as "Mount Marty College, Inc." The stock certificate(s) should be sent by registered mail, return receipt requested, directly to the Vice President for Financial Affairs. Unendorsed stock certificates are non-negotiable, so leaving them unsigned provides protection against unauthorized redemption of those certificates. The postmark date on the stock power will be used as the gift date when the stock certificate and stock power are mailed, as they **always** should be, **under separate cover**.

Note: Securities should be sold within 24 hours of receiving the gift.