

## **Gifts of Stock**

### Instructions for Electronic Transfer

This is the easiest method when a donor maintains holdings in a brokered account. It is also our preferred, and the most expedient, method of transfer. DTC, or Depository Trust Company, is the clearinghouse for electronic security transfer. Each brokerage firm has a specific DTC number. All brokers acting on the Donor's behalf are to code their account as follows for delivery of a stock gift that is DTC eligible:

Custodian Client Name:	VCUF Gift Clearing Account
Custodian Client Account Number:	061007013690
Participant ID Number:	2971
Agent ID Number:	94529

Please contact Mr. Cory Harton, at least 24 hours prior to delivery, at Suntrust Bank - (804)782-5240, Fax - (804)782-5858 to confirm delivery of DTC eligible security.

For securities NOT eligible for DTC delivery, please contact Mr. Kevin Davenport at (804)828-6533.

NOTE: Always contact VCU before transfer has taken place. These instructions should be delivered to your broker or transfer agent.

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### Instructions for Stock that Arrive by Certificate

If a donor would like to send or bring by a stock certificate that is in his/her name, a [stock power](#) needs to be included or, less recommended, the stock certificate needs to be signed on the back. [Stock power](#) forms are available via this web site or from any broker. On the [stock power](#) or back of certificate, only fill in:

- the number of shares;
- the type of security (e.g. common or preferred, etc.);
- the name of the corporation; and
- the stock certificate number.

Because the "transfer to" section is left blank, the stock power should be sent under separate cover from the certificate. If the back of the certificate is being filled out in lieu of a stock power and the certificate is going to be sent through the mail or via express delivery, the "transfer to" section should be filled out to Virginia Commonwealth University Foundation. If the certificate is in the Foundation's name, no stock power is needed. Please note that the process for re-registering stock certificates (i.e., transferring the certificate into the Foundation's name) can take from two to four weeks, so that this is the least efficient method of transfer. Stock certificates should be sent to:

Express Mail Only:  
Virginia Commonwealth University Foundation  
ATTN: Mr. Kevin Davenport  
809 West Broad Street  
Richmond, VA 23284

U.S. Postal Address:  
Virginia Commonwealth University Foundation  
ATTN: Mr. Kevin Davenport  
P.O. Box 843031  
Richmond, VA 23284-3031

If the certificates have been re-registered to the Virginia Commonwealth University Foundation, a letter should be included identifying the donor.

If you need further assistance or to notify us of an incoming gift of securities, please contact Mr. Kevin Davenport at (804)828-6533.