

Transfers of Readily Marketable Securities

The George Washington University

Transfers of Stocks and/or Bonds at a Brokerage Account

Electronic Transfer (Via DTC)

- Allow 24 hours for transaction

Stocks held at a brokerage account can be delivered electronically through the Depository Trust Company (DTC) program.

1. The donor should provide his/her broker with a signed Letter of Authorization instructing them to deliver the specific number of shares and stock name to Morgan Stanley using the instructions below.

University's Preferred Brokerage Firm:

Attn: Stacy Snyder
Morgan Stanley
1747 Pennsylvania Avenue, N.W. Suite 900
Washington, D.C. 20006

DTC #:

0015

Account #:

067-159573-137

For Benefit of:

The George Washington University

Contacts:

Stacy Snyder and Gus Smyth

Broker's Phone Number:

(800)792-4411

This transaction can generally be completed within 24 hours and the donor's charitable tax receipt will be based upon the date that the shares are received in the University's account, not the date the broker is instructed to make the transfer.

Stocks or Bonds Held in Certificate Form

Certificates in the Donor's Name

- **allow 5-7 Days for transaction**
1. The donor should send a Donor's Letter stating his/her intention to gift the shares to the George Washington University. All persons whose names appear on the certificate must sign the letter.
 2. The donor must sign one Stock Power for each company's certificate donated. All persons whose names appear on the certificate must sign the stock power as the name appears on the certificate.
 3. For security purposes, the stock certificates and stock power should be mailed in SEPERATE envelopes to the attention of:

Attn: Stacy Snyder
Morgan Stanley
1747 Pennsylvania Avenue N.W. Suite 900
Washington, DC 20006

The certificates are immediately deposited into the GW account, but the release of funds from the liquidation cannot be done until the shares are released from the transfer agent; this may take 3-5 business days. The donor's charitable tax receipt will based upon the date GW receives the certificates, not the date the stocks are mailed.

Certificates in the George Washington University Name

- **allow 5 days for transaction**
1. The donor should send a signed stock power for each company's certificate donated by someone whose name appears on the certificate of Incumbency and a copy of the certificate of Incumbency dated within 6 months of receipt of the certificate to Morgan Stanley.
 2. For security purposes, the stock certificates and stock power should be mailed in SEPARATE envelopes to the attention of:

Attn: Stacy Snyder
Morgan Stanley
1747 Pennsylvania Avenue N.W. Suite 900
Washington, DC 20006

The certificates are immediately deposited into the GW account, but the release of funds from the liquidation cannot be done until the shares are released from the transfer agent; this may take 5 business days. The donor's charitable tax receipt will based upon the date GW receives the certificates, not the date the stocks are mailed.

Stocks or Bonds Held as Entry with the Transfer Agent

- **allow one month for transaction**

If the donor would like to donate stocks that are held at the transfer agent in a dividend reinvestment program or employee stock purchase plan, he/she should contact GW directly. Since each agent and program have their own requirements for delivering out shares to brokerage firms, GW must contact Morgan Stanley to determine the best and quickest way to deliver the shares. Please be advised that depending on the method and the transfer agent, delivery can take up to one month. The donor's charitable tax receipt will be based upon the date that GW receives the gift, not the date the agent was instructed to have the transfer made.

Mutual Funds

- **allow at least 10 days for transaction**

Mutual funds which are held at a brokerage firm or at a mutual fund company cannot be transferred via DTC. Please note that submitting a request to DTC these shares will result in the transfer being rejected and will delay the receipt of the gift.

1. The donor must will need to sign an Account Transfer Authorization form (provided by Morgan Stanley) and a letter of Authorization stating the number of shares (or total value) of each mutual fund to be gifted. In addition, the letter should reference the donor's social security number(s) and account number at the mutual fund company or brokerage firm.

Please be aware that these transactions take up to two weeks before the shares show in the George Washington University account. If the mutual fund is not on the Morgan Stanley Mutual Fund Dealer Agreement List, and the University must open an account with that mutual fund, the transaction could be delayed longer. Please contact Morgan Stanley for the list of mutual funds in agreement with Morgan Stanley. If it is not on the list, the donor may have to select a different gift to the University. The donor's charitable receipt is based upon the date GW receives the mutual funds, not the date the transfer is instructed.

Updated 11/20/14 by ABM