



STETSON LAW

Stetson University College of Law

Stock Transfer Procedures

If your broker or bank holds your securities:

Notify your broker of your decision to make a gift of stock to Stetson University College of Law. They will need to know the name of the stock and the number of shares you are going to give. Your broker may then transfer the shares directly into the account of Stetson University College of Law.

For income tax purposes, **Stetson's federal ID number** is 59-0624416.

Our account number and broker is:

Account Name and Number: College of Law Stetson University, Inc.

Account No. 85804603

DTC #0725

Broker and Brokerage Firm: Mr. D. Kirk Gunby IV

Raymond James Financial Services

142 East New York Avenue

DeLand, Florida 32724

Phone: 386-736-6880

Fax: 386-736-9633

Email: kirk.gunby@raymondjames.com

Once you have notified your broker, please send the following information to: Casey Stoutamire, Assistant Director for Alumni Relations, Stetson University College of Law 1401 61st Street South, Gulfport, Florida 33707, or e-mail it to toups@law.stetson.edu, or fax it to 727- 347-4183:

1. Name of your broker
2. Telephone number of your broker
3. Name of stock and number of shares you are giving
4. Purpose/designation of your gift

*Please note that you may not want your broker to sell the stock and forward the proceeds to the University. This might jeopardize the tax benefits you would receive if the University arranges for the disposition of stock. The University will notify you of the amount of your gift deduction based upon the date the transfer is completed.



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Gifts of Securities

If you wish to hand deliver:

Securities, along with a letter stating the purpose of your gift, may be hand-delivered to Casey Stoutamire in the Office of College Relations at 1401 61st Street South, Gulfport, Florida 33707.

The stock should be endorsed to Stetson University College of Law and signed. This can be done through a separate Stock Power Form, or on the back of the certificate. A bank or broker should guarantee the signature. The gift date will be the date it is received. We will notify you of the valuation of your stock based on that date.

If you hold certificates yourself:

Certificates may be mailed via U.S. Postal Service (first class mail) without any endorsement or assignment, along with a letter stating the purpose of your gift to:

Stetson University College of Law
Attn: Casey Stoutamire
Office of College Relations
1401 61st Street South
Gulfport, FL 33707

You should send one Stock Power Form per certificate. Endorse each form(s) exactly as your name or names appear on the front of your certificate(s). Please do not include any other information on the Stock Power Form. Send the Stock Power Form(s) to the same address as your certificate(s). The form(s) is enclosed for your convenience. Certificates are to be mailed in a separate envelope from the Stock Power Form.

Stock certificates will not be negotiable until both the certificate(s) and the Stock Power Form(s) have been received. This is a very secure way to transfer your stock to the University. The gift date will be the postmark on your certificate(s) envelope. We will notify you of the valuation of your stock based on that date.