

# **Stetson University**

## **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. 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 Stetson University's account. Our account number and broker is:*

*Account Name and Number: Stetson University, Inc.  
Account No. 85804622  
DTC #0725*

*College of Law  
Stetson University, Inc.  
Account No. 85804603  
DTC #0725*

*Broker and Brokerage Firm: Mr. D. Kirk Gunby IV  
Raymond James Financial Services  
632 North Woodland Blvd.  
DeLand, Florida 32720  
Phone: 386-736-6880  
Fax: 386-736-9633*

*Gifts of stock may be made by your personal broker to Stetson University. Above is our primary account for receiving stock gifts at Raymond James and Associates.*

*Once you have notified your broker, please send the following information to Lisa Marchi, Alumni/Development Operations, Stetson University, 421 North Woodland Boulevard, Unit 8286, DeLand, Florida, 32723, or e-mail it to [lmarchi@stetson.edu](mailto:lmarchi@stetson.edu):*

- 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.*

## ***Stetson University 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 the Office of Alumni/Development Operations at 207 East Michigan Avenue, DeLand, Florida. The stock should be endorsed to Stetson University 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  
Lisa Marchi  
Office of Alumni/Development Operations  
421 North Woodland Boulevard, Unit 8286  
DeLand, Florida 32723*

*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.*