

# Securities

Donor stock transfers are made in one of three ways:

- Electronically (DTC)
- Physical Certificate—Donor's Name
- Physical Certificate—UWF Foundation

NOTE: One of the following procedures must be used for each and every stock transfer. Following the procedures identified below will ensure that proper credit is given to the donor.

## Electronic Transfer (DTC)

When donors' stocks are held by a broker, the donor instructs the broker to send a copy of confirmation to the UWF Foundation, indicating his or her name, the stock being transferred, and the date of transfer. The donor then follows up with a letter to the UWF Foundation with instructions regarding gift designation and instructs the broker to send the stock(s) to the UWF Foundation account:

Raymond James

Primary Contact: Daniel Herman, Vice President

Assistant: Laurie Roberts

Account # 26796723

DTC # 0725

Phone: (850) 439-2047 or (800) 347-7643

Fax: (850) 434-0060

NOTE: For proper gift credit, include the donor's name.

## Physical Certificate—Donor's Name

When stocks are held by the donor and are registered in his or her name, the donor mails either a signed stock certificate or an unsigned stock certificate with a signed stock power (sent under separate cover). Then the donor prepares a letter authorizing the shares to be deposited into the UWF Foundation's brokerage account, stating gift designation. Mail letter, certificates, and stock power to:

The UWF Foundation, Inc.

Attn: Assistant Director

11000 University Pkwy.

Pensacola, FL 32514

## Physical Certificate—Naming the UWF Foundation

Stocks re-registered naming the UWF Foundation, Inc. Donor mails the stock certificate to:

The UWF Foundation, Inc.

Attn: Assistant Director

11000 University Pkwy.

Pensacola, FL 32514