SECURITY TRANSFER INSTRUCTIONS

Gifts of publicly traded stock or other securities are made electronically. The donor’s broker initiates the transfer from the donor’s account to the UT Foundation Merrill Lynch account.

1. Information you need to obtain from the donor:
   a. Purpose of the gift
   b. Name of the security and number of shares to be transferred
   c. Donor’s name, address and other contact information

2. Information the donor needs to give to his/her broker:
   a. DTC Number: 5198
   b. UTFI Merrill Lynch account number: 566-04333
   c. Foundation Tax ID #: 62-1844686
   d. Contact at Merrill Lynch: Steve Norris or Karrie Helton, 865-521-8855

3. **Immediately** e-mail the following information to prospect@utfi.org:
   a. Donor’s name and ANDI ID#  
      i. Any address or other contact information that needs to be updated in ANDI
   b. Name of security and number of shares to be transferred
   c. Whether the transfer will be to UT or UTF
   d. Purpose of gift (preferably the specific allocation)

4. **IMPORTANT**: The date of gift is the date the securities are received in UTFI’s account, not the date the securities leave the donor’s account. Electronic transfers take at least 24 hours and often as much as 72 hours to complete. Brokers are notoriously lax about executing transfer instructions so please be certain your donors are aware of the time lag.