ELECTRONIC SECURITIES GIFT TRANSFER INSTRUCTIONS

Electronic transfer is the easiest method when a donor maintains holdings in a brokered account.

1. Before making a transfer, alert UVA Gift Processing Services at 434-924-7018 so that the University can make arrangements with its broker to receive the stock. Indicate the purpose of the contribution—such as an annual gift to a school, a pledge payment, or funds for a planned gift.
2. Depository Trust Company, or DTC, is the clearinghouse for electronic security transfers.
3. Provide the following information to the transferring broker:

FOR DTC ELIGIBLE SECURITIES (COMMON STOCK AND MUTUAL FUND SHARES):
Clearing Broker: Pershing LLC
DTC Participant: #0443
Account Number: N7M-001327
Credit: University of Virginia Gift Account
Reference: [Donor's Name]

FOR DTC ELIGIBLE SECURITIES (RESTRICTED STOCK ONLY):
Clearing Broker: Davenport and Company LLC
DTC Participant: #0715
Account Number: 84949411
Credit: University of Virginia Fund
Reference: [Donor's Name]

PHYSICAL SECURITIES SHOULD BE SENT TO:
By U.S. Mail
University of Virginia
Gift Processing Services
P.O. Box 400331
Charlottesville, VA 22904

By Overnight Delivery
University of Virginia
Gift Processing Services
211 Emmet St South
Charlottesville, VA 22903

Transferring marketable securities via DTC (the Depository Trust Company, a securities clearing house) may be accomplished only through the cooperation of your broker. Otherwise, if you have the shares in physical form, you may send us the securities and, under separate cover, send us an originally signed stock power for each security gifted. Please note that donors must have their signature medallion-guaranteed by a bank or broker.

If you have questions, please contact:
Sue Gallegos, Director of Gift Processing Services
PO Box 400331
Charlottesville, VA 22904-4331
uvagps@virginia.edu | 434-243-2291 | Fax: 434-924-7032
STOCK CERTIFICATES AND STOCK POWERS
If you send a stock certificate that is in your name, please include a letter indicating the purpose of the gift. Under separate cover, provide a signed Stock Power form (PDF) for each security you contribute. Stock powers are also available from UVA Gift Processing Services at 434-924-7018 or from any broker. Make sure your signature on the stock power is medallion guaranteed by a bank or broker, not notarized.

Attention: Mail stock certificates and stock powers separately.

If the certificates have been re-registered to the University of Virginia, no stock power is needed. A letter should be included identifying the donor and the purpose of the gift. The process for re-registering stock certificates (transferring the certificate into the University's name) can take from two to four weeks. Stock certificates and stock powers should be sent to one of the address below.

SENDING FORMS TO THE UNIVERSITY
By U.S. Mail
University of Virginia
Gift Processing Services
P.O. Box 400331
Charlottesville, VA 22904

By Overnight Delivery
University of Virginia
Gift Processing Services
211 Emmet St South
Charlottesville, VA 22903

Appreciated Securities

If your investments in the financial markets have been successful, you can use these assets without losing a substantial portion of your earnings to the capital gains tax by making your gift with appreciated stock. Also, a gift of stock held more than one year may qualify for a charitable income tax deduction equal to the securities’ full fair-market value. It is also possible to make a gift with appreciated securities in a mutual fund.