



STOCK TRANSFER INSTRUCTIONS

<http://www.bu.edu/campaign/ways-of-giving/means-of-giving/>

IF THE SECURITIES ARE REGISTERED IN BOOK FORM/STREET NAME AT YOUR BROKER:

The gift of securities can be transferred to the Boston University account by providing the following transfer instructions to your broker *exactly as follows*:

The Northern Trust Company
DTC clearing #2669 for further credit to: account #26-46112
Account Name: Trustees of Boston University
Boston University EIN: 04-2103547
Gift date is the date of receipt in Boston University's account

IF THE SECURITIES ARE HELD AS PHYSICAL CERTIFICATES IN YOUR NAME:

You should send the stock certificate(s) along with a transmittal letter by certified mail to the following address:

University Development and Alumni Relations
595 Commonwealth Avenue Suite 700
Boston, MA 02215
Attn: Giliane Bader-Wechseler, Associate Director of Gifts

You should also sign the backside of the stock certificate or an irrevocable stock power transferring ownership to the Trustees of Boston University. The signature on the stock power *must be guaranteed* by an eligible guarantor institution such as a commercial bank, trust company, securities broker dealer, credit union or savings institution participating in a STAMP Medallion program approved by the Securities Transfer Association, Inc.

Gift date is the postmark date as mailed to Boston University

IF YOU INTEND TO TRANSFER MUTUAL FUNDS

Most mutual funds can be transferred to our broker. The details of the transaction – number of shares and name of mutual fund, broker's name and contact information – should be provided to the University contact provided below to facilitate the transaction with the University brokerage.

Your Boston University contacts are:

- Giliane Bader-Wechseler, Associate Director of Gifts, Gifts & Records, 595 Commonwealth Avenue Suite 700, Boston, MA 02215. Phone: 617/353-6347, e-mail gbaderwe@bu.edu
- Or your regular contact at your School, College, Department or Radio Station.

Gift date is the date of receipt in the Northern Trust Brokerage Account

IF YOU INTEND TO TRANSFER GOVERNMENT BONDS

Government bonds should be transferred to the Boston University Northern Trust account by providing the following instructions to your broker: Send to The Northern Trust Company

Northern CHGO/TRUST
ABA # 071000152
Trustees of Boston University - account #26-46112
Gift date is the date of receipt in the Northern Trust Brokerage Account

To help us track your transfer in a timely manner, please inform a contact person at Boston University of

- The company securities you intend to transfer, OR the approximate value of your gift
- Your stock broker's name and telephone number, and where at the University should your gift be allocated

WE STRONGLY URGE YOU TO REQUEST PROMPT TRANSACTION CONFIRMATION FROM YOUR BROKER