



To Whom It May Concern:

In order to facilitate proper crediting of the Donor's gift, please notify the Office of Philanthropy regarding the following details: the Donor's name, the type and number of shares to be transferred, and what area or initiative the Donor wishes to support.

Please contact Gretchen Bower, Associate Director of Gift Receiving, by phone at (859) 562-2583 or toll free at (800) 875-6272, or by e-mail at [glbowe0@uky.edu](mailto:glbowe0@uky.edu).

Thank you!

Sincerely,  
UK Philanthropy

Transfer of Securities by Wire Entry

The Northern Trust Company

Participant No. / DTC: 2669

Reference: University of Kentucky – Cash/Stock Gift Account #26-76609

Transfer of Securities in Certificate Form

All securities transferred to the university in certificate form must bear a guaranteed signature stamp of approval from a bank or brokerage firm and may be presented directly on the certificate or on a Stock Power Transfer Form. This guarantee is accomplished with a rubber stamp that is placed below the Donor's signature with the words "Signature Guaranteed", the name of the bank or brokerage firm and the signature of the officer signing on behalf of their institution. Please note: the bank or brokerage firm must witness the Donor's signature.

Transfer of Mutual Funds by ACATS

Mutual Funds can be transferred by ACATS using the wire entry instructions listed above, or through a re-registration process with your shareholder. If your shareholder requires re-registration, please contact Gretchen Bower, Associate Director of Gift Receiving for assistance. Please have the following mutual fund information available: Ticker symbol and name of mutual fund, number of shares being gifted, broker information, including name of firm, account number, phone number of institution delivering the shares, name of the donor, and gift designation instructions. Please know that gifting mutual fund shares through a re-registration process can take up to 4-6 weeks processing time.

It is our goal to assist you in making this transfer in an efficient and secure manner.

The sales of securities are authorized only by the University of Kentucky Controller/Treasurer.

2353 Alexandria Drive Ste. 100 | Lexington, KY 40504 | O: 859-257-3911 | 800-875-6272 | [www.philanthropy.uky.edu](http://www.philanthropy.uky.edu)

*An Equal Opportunity University*