

How to Give Securities Held in Physical Form

The KSU Foundation also accepts gifts of securities held in physical form. In order to transfer the power of the stock/bond to the KSU Foundation, please:

1. Fill out the Irrevocable Stock or Bond Power form on the next page
 - a. Power form notes:
 - i. Please sign the stock power exactly as printed on the front of the physical security
 - ii. Have the signature "Medallion Signature" guaranteed (usually available at your financial institution)
 - iii. **DO NOT SIGN THE STOCK CERTIFICATE**
2. Provide a short letter indicating the name of the security, number of shares, and purpose of the gift. Please see the sample letter provided on page four of this document.
3. Mail the security, letter, and power form to the KSU Foundation, Attn: Investment Accounting.

If you have any questions throughout the process, please contact our team at 785-775-2114 or email SecuritiesGifts@ksufoundation.org

INSTRUCTIONS FOR COMPLETING STOCK/BOND POWER

You may use this form to transfer ownership to your stock/bond certificate and/or uncertificated shares which we hold for you. Please return this form with your certificates (if applicable). If you complete this form there is no need to complete the back of the certificate(s).

1. Number of certificated share(s) or bonds (principal amount) you are transferring if (any).
2. Certificate number(s) you are submitting for transfer (if applicable).
3. Class of Stock/Bond (common, preferred, etc.) of the shares you are transferring (if applicable).
4. Name of Stock/Bond/Security.
5. Name of Transfer Agent.
6. Current date.
7. Signature of current owner(s).
8. The signature(s) of the owner(s) must be guaranteed by a financial institution (Commercial Bank, Credit Union, Savings & Loan or Stockbroker) participating in a Medallion Signature Guarantee Program.

STOCK/BOND POWER

FOR VALUE RECEIVED, the undersigned does (do) hereby sell, assign and transfer to

Kansas State University Foundation
1800 Kimball Ave. Ste. 200
Manhattan, KS 66506

_____ certificated shares represented by certificate number(s) _____
1 2
of the _____ stock of _____ standing in the name(s)
3 4
of the undersigned on the books of said company, and hereby irrevocably constitute and appoint _____
_____ Attorney to transfer said stock or bond(s) as the case may be, on the books
5
of said Company, with full power of substitution in the premises.

Dated _____
6

7 (SIGNATURE OF CURRENT REGISTERED OWNER
OR LEGAL REPRESENTATIVE)

(SIGNATURE OF CURRENT REGISTERED OWNER
OR LEGAL REPRESENTATIVE IF MORE THAN ONE)

IMPORTANT – READ CAREFULLY

SIGNATURE MUST BE MEDALLION GUARANTEED BY A FINANCIAL
INSTITUTION (COMMERCIAL BANK, CREDIT UNION, SAVINGS & LOAN
OR A STOCKBROKER) PARTICIPATING IN A MEDALLION SIGNATURE
GUARANTEE PROGRAM.

MEDALLION GUARANTEE

Sample Letter to the KSU Foundation

[Date]

Kansas State University Foundation
1800 Kimball Ave. Ste. 200
Manhattan, KS 66502-3373

Attn: Investment Accounting

I have authorized the transfer of _____ shares of _____ stock from account # _____ with _____ (Name of Agent, Name of Company, City, State, Telephone) to the Kansas State University Foundation account with United Missouri Bank per the stock transfer instructions.

I am designating this gift of stock for a(n) _____ (i.e. outright gift, charitable remainder trust, charitable gift annuity, etc.) to _____ (name of fund/s) in the College of _____.

Sincerely,

[Donor's name and address]