How to Give Securities

*** IMPORTANT NOTE: If you plan to give mutual funds, please follow the “How to Give Mutual Funds” instructions or call our securities gift team at 785-775-2114 for instruction. Mutual funds cannot be transferred successfully using the routing information below. ***

Giving securities is a great and easy way to support K-State. Our team utilizes the universal electronic transfer method of the Deposit Trust Company (or DTC) to execute these transactions. DTC is the fastest and most secure method for donating securities, and can be completed in two steps.

1. **Please notify the KSU Foundation of your intention to donate securities prior to initiating the transfer of securities.** Prior notification is critical to identifying your gift of securities, as donor information does not always transmit through the DTC system. Please reach out to our team at SecuritiesGifts@ksufoundation.org or via fax at 785-775-2220. For your convenience we have provided a template for this written communication on the next page labeled “Sample Letter to the KSU Foundation”.

2. **Contact your financial institution about your intention and provide them with the following instructions to initiate the transfer to our account with United Missouri Bank:**

<table>
<thead>
<tr>
<th>Deliver to institution:</th>
<th>United Missouri Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTC #:</td>
<td>2450</td>
</tr>
<tr>
<td>Account #:</td>
<td>114179.2 (Note: there is a period in our account number)</td>
</tr>
<tr>
<td>Account name:</td>
<td>Kansas State University Foundation</td>
</tr>
<tr>
<td>Your name (reference):</td>
<td>[Your name here]*</td>
</tr>
</tbody>
</table>

*In order to more easily pinpoint your gift, please have your financial institution include your name in the reference section of the transfer instruction.

If your financial institution requires this communication in writing, please see the “Sample Letter to Broker” on the last page of this document.

Once the trade has been initiated it will take 1-2 business days for it to settle into our account. After such time, our team can value the gift using the mean price of the settlement date. Our gift processing team will then be in contact to provide you with a receipt showing the value of your gift and how it was allocated. If you have any questions at any time in the process please call our team at 785-775-2114 or contact us via email at SecuritiesGifts@ksufoundation.org.
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]
Sample Letter to Broker

[Date]

[Company name and address]

Attn: Financial Adviser Name

Dear [name of financial adviser]:

With this letter I am instructing you to transfer ______ shares of ______________ stock from account #____________ to the Kansas State University Foundation per the following instructions:

   United Missouri Bank, Attn: Brenda McIntosh  
   DTC #2450 -Agent & Institution #28825  
   For credit to: #114179.2/Kansas State University Foundation 
   Reference: [donor’s name]

Sincerely,

[Donor’s name and address]