

## MAKING A GIFT OF SECURITIES

The transfer of a gift of securities to the SIU Foundation can be accomplished several different ways. This instruction sheet will concentrate on the two most common and preferred methods: transferring stock through your broker and mailing a stock certificate.

### INFORMATION WE NEED PRIOR TO TRANSFER:

Before the actual transfer, the SIU Foundation must notify Fifth Third Bank in writing. Please contact us with:

- Security description
- Quantity of shares
- CUSIP #
- Certificate numbers if in physical form
- Date of transfer

Additional information that is helpful but not mandatory:

- The name of your broker
- If the gift is in memory or in honor of an individual
- Whether you are enclosing a matching gift from your employer

### Broker Transfer

A wire transfer should be made directly to Fifth Third Bank. Notify your broker of your intention and ask them to transfer.

Securities held in a Brokerage Account or at The Depository Trust Company:

- DTC Participant #2116
- Ref.: SIU Foundation Account #690007987019

### Mailing a Certificate

A Certificate may be mailed directly to the Foundation

- Mail certificate in one envelope, leave back of certificate blank.
- In a separate envelope, send a signed stock power (sign exactly as name appears on certificate) by a bank prior to delivery.
- Please send each by certified mail.

### Valuation and Acknowledgment of Your Gift

The Foundation uses the mean of the high and low of a security on the date of transfer to determine the value of your gift. You will receive a gift receipt for tax purposes. The receipt will indicate the security given and confirm the fund or funds in which your gift has been placed.

We are at your service. If you have any questions, please call Cindy Ciganovich, Investment Specialist or Steve Nagle, Treasurer, at (618) 453-4900.