



## University of Pennsylvania-Securities Transfer Request

### Section I. This is a request to (please select one)

- I wish to donate shares of stock to the University of Pennsylvania. Shares can be transferred directly from your brokerage account to Penn's account. **Please complete the form below in its entirety and send a copy or fax to your broker to initiate the transfer.** A copy or fax of the form must be sent to the University of Pennsylvania Securities Office at 215-573-5118 or mailed to Penn's mailing address below.
- I wish to donate mutual funds or other types of financial instruments to the University of Pennsylvania. Please contact or ask your broker to contact the University of Pennsylvania Securities Office at 215-898-7254 for further information.

### Section II. Personal Information

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

If Penn alumnus: degree year \_\_\_\_\_ school \_\_\_\_\_

### Section III: Gift Information **PLEASE MAKE SURE TO CONTACT YOUR BROKER TO INITIATE THE TRANSFER**

Your broker's name \_\_\_\_\_ Broker's telephone number \_\_\_\_\_

# of Shares \_\_\_\_\_ Security Name \_\_\_\_\_

Ticker Symbol (if known) \_\_\_\_\_ Gift Designation \_\_\_\_\_

Please accept this security transfer request as your authorization to transfer from account \_\_\_\_\_ to the University of Pennsylvania's account as follows:

**Firm:** Morgan Stanley Private Wealth Management  
Attention: Kristine Hankins, telephone: 610-260-8531

**DTC:** 0015

**Customer Name:** University of Pennsylvania Tax ID: 23-1352685

**Account Number:** 858-010018

**Penn Contact:** Jean Suta  
University of Pennsylvania  
2929 Walnut Street, Suite 300  
Philadelphia, PA 19104-5099  
Telephone: 215-898-7254  
Email: jean@suta@upenn.edu

Signature of account owner(s) \_\_\_\_\_ (please check with your broker – you may be required to complete the brokerage firm's authorization forms.)

Please make sure that the University's Securities Office is notified of the details of your stock gift to ensure proper acknowledgement of your gift. A fax or a copy of this transfer request form can be sent to the University's Securities Office at 215-573-5118 or a copy can be mailed to Penn's address noted above. **Please make sure to contact your broker to initiate the transfer. Thank you!**