

# WESTERN NEW ENGLAND UNIVERSITY

*Advancement Division*

## How To Donate Securities

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### Electronic Transfer of Securities

To electronically transfer securities to Western New England University, please instruct your broker or mutual fund company (if you own the mutual fund shares directly) to transfer the securities to the Western New England University account at Raymond James & Associates. Your broker or mutual fund company will need the following information:

- Western New England University Raymond James & Associates account number: **14742262**
- Raymond James & Associates DTC number: **0725**
- Raymond James & Associates tax ID number: **591237041**
- Raymond James & Associates contact person(s):
  - Geoffrey W. Moore     413-746-1015
  - Barbara Landry        413-746-0023

Please also provide us, in a way most convenient for you (e-mail, telephone, letter), the following information to ensure that your gift is processed and credited properly:

- The donor's name;
- What securities are being donated;
- The number of shares;
- The purpose of the gift (whether the gift should be used for a specific purpose or whether it is an unrestricted gift to be used for the University's most pressing needs);
- The name and phone number of the donor's broker or mutual fund company.

### Stock or Bond Certificates

- The stock or bond certificates should be mailed to Western New England University at the contact address listed below.
- The donor will need to provide their social security number and a copy of their driver's license.
- The donor needs to sign 2 forms;
- Irrevocable Stock or Bond Power
- Authority to Deposit Securities
- The donor should not sign the back of the certificates. The required information and signatures will be provided by Raymond James as authorized by the Irrevocable Stock or Bond Power form and Authority to Deposit Securities form.
- Include a signed and dated letter stating specifically what is being donated and the purpose of your gift (whether the gift should be used for a specific purpose or whether it is an unrestricted gift to be used for the University's most pressing needs)

Mail the securities, the signed Irrevocable Stock or Bond Power form, the signed Authority to Deposit Securities form, social security number, copy of driver's license and the letter describing the gift and purpose to the contact address listed below.

Once all the above information has been obtained by the University, all the items will hand delivered to one of the representatives, Barbara Landry or Geoffrey Moore from Raymond James located at One Monarch Place, Suite 1210, Springfield, MA 01144

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### Mutual Fund Certificates

- Some mutual fund companies issue printed certificates. If this is the case for your mutual fund, ask your broker or the mutual fund company (if you own the shares directly) to make the certificate(s) payable to Western New England University.
- Mail the certificate(s) to the contact address listed below. Include a signed and dated letter stating specifically what is being donated and the purpose of your gift (whether the gift should be used for a specific purpose or whether it is an unrestricted gift to be used for the University's most pressing needs).

### How Gifts of Securities Are Valued

For donor recognition purposes, the value of any publicly traded security will be determined on the date of the actual transfer to a University owned account. The high price and low price for that date will be averaged and multiplied by the number of shares or units to arrive at the donated value. For tax purposes, please contact your tax advisor or broker to determine the exact value of the shares.

### Contact

If you need any other information, please contact any one of the following members of the Advancement team:

#### **Karen Petrie**

Associate Director of Gift Administration  
Advancement Division  
1215 Wilbraham Road  
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#### **Donna Merwin**

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#### **Meredith Cervasio**

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***Western New England University's tax ID number is 04-2108376.***