

HOW TO GIVE SECURITIES



IMPORTANT NOTE: If you plan to give mutual funds, please call our securities gift team at 785-775-2111 or email SecuritiesGifts@ksufoundation.org for instruction. Mutual funds cannot be transferred successfully without prior communication to our broker.

1. Notify the KSU Foundation of your intent

- 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 with your intention, and provide them with the following routing instructions:

Institution:	Stifel Financial
DTC #:	0793
Account#:	18795329
Account name:	Kansas State University Foundation
Your name (reference):	[Your name here]*
Broker Contact Info:	Greg Barron Phone: 785-776-1066 BarronG@stifel.com

The time it takes a transfer to settle after it is initiated can vary depending on what type of security is being transferred.

Common stocks will typically settle within **1 to 2 business days** of the trade date.

Mutual fund transfers can take anywhere from a **couple of business days to 3 weeks** depending on the fund manager’s documentation requirements.

After settlement, our gift processing team will provide a tax receipt confirming what was received and how it was allocated. If you have any questions at any time in the process, please call our team at 785-775-2111 or contact us via email at SecuritiesGifts@ksufoundation.org.

SAMPLE LETTER OF INTENT

If you plan to mail or email us a letter of intent or if your financial institution requires a notice in writing.



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 Stifel Financial 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:

Stifel Financial

DTC #0793

Account#: 18795329

For credit to: Kansas State University Foundation

Reference: [donor's name]

Sincerely,

[Donor's name and address]

This information is not professional legal, tax or financial advice. Please consult your legal and financial adviser(s).