

### Electronic Transfer - Securities held in account with bank/broker:

1. Inform the WVU Foundation of the intention to transfer securities by phone, email, or letter (sample provided below). Provide the information listed in the box to the right.
2. Instruct the broker in writing with a **Letter of Instruction** (sample provided on page 2).

**Be prepared to provide the following information:**

- Donor name, address, phone number and e-mail address
- Broker name and phone number
- A description of the donated securities and the number of shares
- Location and form of the securities
- The gift designation
- The anticipated date of transfer

### Physical Certificates – Securities held in physical form:

1. Inform the WVU Foundation of the intention to transfer physical certificates to obtain instructions for certificate signature(s), assignment, stock power and delivery instructions.
2. Fill out the **Irrevocable Stock or Bond Power Form** (sample provided on page 2).
3. Have signature Medallion Signature Guaranteed (usually available from your financial institution).
4. Provide short letter (sample provided below) indicating the name of the security, the number of shares and purpose of gift.

**Notes:**

- Sign the Stock Power.
- DO NOT sign the stock certificate.
- The Stock Power should be delivered under separate cover from the stock certificate.
- The stock power should be sent by certified mail with a return receipt.

**Letter to WVU Foundation**

SAMPLE

**[Date]**

WVU Foundation, Inc.  
P.O. Box 1650  
Morgantown, WV 26507-1650

Attn: Amy Pridemore,

I have authorized the transfer of \_\_\_\_\_ shares of \_\_\_\_\_ stock from account # \_\_\_\_\_ with **[Name of Agent, Name of Company, City, State, and Telephone]** to the WVU Foundation account with **[Account information available from the Foundation]** per the stock transfer instructions.

I am designating the gift of stock for: **[Gift Designation]**

Sincerely,

Donor's name and address



One Waterfront Place – 7<sup>th</sup> Floor  
 P.O. Box 1650  
 Morgantown, WV 26507-1650

Attn: Amy Pridemore  
 Phone: 304.284.4064 or 304.284.4065  
 Toll Free: 877.791.4344  
 Email: Stockgift@wvuf.org

**Letter of Instruction (To Donor’s Broker)**

SAMPLE

[Date]  
 [Company Name and address]  
 Attn: [Financial Adviser Name]

Dear [name of financial adviser],

I (We) wish to gift securities to the WVU Foundation, Inc. (FEIN 55-6017181). With this letter I am instructing you to transfer \_\_\_\_\_ shares of \_\_\_\_\_ in my (our) account to the WVU Foundation, Incorporated per the following instructions:

**[Account information available from the Foundation]**

Sincerely,  
 Donor’s name and address - **[Must be signed by those listed on the Brokerage Account]**

cc: WVU Foundation Advancement Services, One Waterfront Pl., P.O. Box 1650, Morgantown, WV 26507-1650

**IRREVOCABLE STOCK or BOND POWER**

SAMPLE

**For Value Received**, the undersigned does (do) hereby sell, assign and transfer to:

West Virginia University Foundation, Inc.	55-6017181
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**IF STOCKS: COMPLETE THIS PORTION**

\_\_\_\_\_ shares of the \_\_\_\_\_ stock of \_\_\_\_\_

represented by Certificate(s) No(s). \_\_\_\_\_ inclusive, standing in the name of the undersigned on the books of said Company.

**IF BONDS: COMPLETE THIS PORTION**

\_\_\_\_\_ bonds of \_\_\_\_\_

in the principal amount of \$ \_\_\_\_\_ No(s) \_\_\_\_\_ inclusive, standing in the name of the undersigned on the books of said Company.

The undersigned does (do) hereby irrevocably constitute and appoint:

\_\_\_\_\_ attorney to transfer the said stock or bond(s), as the case may be on the books of said Company, with full power of substitution in the premises.

**IMPORTANT: The signature(s) to this power must correspond with the name(s) as written upon the face of the certificate(s) or bond(s) in every particular without alteration**

\_\_\_\_\_

**PERSON(S) EXECUTING THIS POWER SIGN(S) HERE**

Account No. \_\_\_\_\_

Dated \_\_\_\_\_