

## MEMORANDUM

MEMO TO: Whom It May Concern

MEMO FROM: Jim Stogsdill

MEMO DATE: July 1, 2018

MEMO SUBJECT: Transfers of Marketable Securities to  
Washburn University Foundation

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Transfers of marketable securities to the Washburn University Foundation can be arranged in a number of ways, depending upon the form in which the donor(s) holds the securities. Regardless of the manner of transfer, Donors are requested to inform a Washburn University Foundation representative that they will be making a stock gift so that we can more efficiently record the gift.

If the securities are held for the donor by their broker, all or a portion of DTC eligible securities can be transferred to Washburn University Foundation by instructing the broker to arrange for transfer to:

**US Bancorp**  
**DTC Clearing #0280**  
**For Credit to: Account #25387236**  
**In the name of: Washburn University Foundation**

In any case where an actual certificate is presented to Washburn University Foundation, we request that the donor(s) sign a statement that expresses their intention to make a gift of the security to Washburn University Foundation (*copy attached*).

If the donor holds an actual stock or bond certificate and wants to transfer the entire amount to the Washburn University Foundation, the donor(s) should sign a stock or bond power (*copy attached*). They should **not** sign the actual stock certificate. If the security is held jointly, both owners must sign. In all cases, all of the signatures must be identical to the manner in which the name(s) is/are shown on the face of the certificate, and must be guaranteed by an officer of a bank or savings and loan association or a stockbroker. Whenever a marketable security is mailed, either to Washburn University Foundation or to the company's transfer agent, it is recommended that it be sent registered or insured or certified with return receipt requested. It is also recommended that the security and the signed stock/bond power be sent in separate envelopes.

If the donor holds the actual stock certificate and wants to transfer a portion to the Washburn University Foundation, the certificate will have to be sent to the company's transfer agent. Instructions to issue a new certificate in the name of the Washburn University Foundation (for the number of shares to be transferred) and another (for the share balance to be retained) in the donor's name should accompany the certificate.

If the donor wishes to transfer mutual funds, which are not eligible for DTC transfer, the donor must write a letter to US Bancorp Investment, stating their intentions to transfer the mutual fund shares to Washburn University Foundation (*copy attached*). The letter must be signature guaranteed by an officer of a bank or savings and loan association or a stockbroker.

If donors, their attorneys or their brokers have any questions regarding the above information, they should feel free to contact Jim Stogsdill at the Washburn University Foundation (785)670-4483 for assistance.