Making a Gift of Securities

Transferring Securities

The transfer of a gift of securities to Indiana University Foundation can be accomplished several different ways. This instruction sheet will concentrate on the two most common methods; mailing a stock certificate and transferring stock through your broker.

Broker Transfer (Preferred Method)

We have accounts with most major firms and major regional companies and would be happy to work with your personal broker.

- Notify your broker of your intentions and ask him/her to call us to work out the transfer details.
- Discount brokers such as Schwab, Fidelity and others usually require specific written instructions. Please call us for the necessary details.

Mailing a Certificate

A certificate may be mailed directly to the Foundation.

- Mail the certificate in one envelope; leave the back of certificate blank.
- In a separate envelope, mail a signed stock power (sign exactly as name appears on certificate). Please leave the remainder of the stock power blank.
- Please send each by certified mail.

Valuation and Acknowledgment of Your Gift

We use the mean of the high and low of a security on the date of transfer to determine the value of your gift in accordance with Internal Revenue Service regulations. You will receive an acknowledgment letter from the Chief Investment Officer to use for tax purposes. The letter will state the valuation of the gift and confirm into which fund or funds your gift has been placed.

The Information We Need

We want to be sure that your gift is recorded correctly. It is very helpful for us to receive a note from you confirming your gift, your current address, and the purpose of the gift (such as a Campaign pledge for Biology; The Well House Society; Varsity Club, etc.). Please include any other pertinent information, such as whether the gift is in memory or in honor of an individual, or whether you are enclosing a matching gift form from your employer. Let us know also how you would like the gift to be recorded: for example, John Donor, Mr. and Mrs. John Donor, Mary and John Donor, or John Donor and Mary Benefactor.

Where to Send Information

All gifts of securities should be directed to the attention of one of the following individuals:

Gary Stratten, Chief Investment Officer
Judy Inlow, Operations Manager
Brandi Gladson, Executive Assistant

MAILING ADDRESS
Indiana University Foundation
Post Office Box 500
Bloomington, Indiana 47402

Who to Contact with Questions

We are at your service. If you have any questions, you can contact us at 800-558-8311 or directly as indicated below:

Gary A. Stratten 812-855-4886
Abe Weldy 812-856-4857
Judy Inlow 812-855-1368
Brandi Gladson 812-855-4563
Jim Bergstrom 812-855-8320
Facsimile 812-855-0937