



**EMMANUEL
COLLEGE**

SECURITIES TRANSFER INSTRUCTIONS

Thank you for considering a gift of securities in support of Emmanuel College.

It is important that you notify the College of your intention to transfer stock. Providing this information will help us identify your gift and send the proper gift acknowledgement in a timely manner.

Please complete this form and fax it to 617-735-9984, e-mail to conroyk@emmanuel.edu or mail to:

Emmanuel College
Office of Development and Alumni Relations
Attn: Kristen Conroy
400 The Fenway
Boston, MA 02115

.....
DONOR NAME

.....
ADDRESS

.....
CITY

STATE

ZIP

.....
PHONE

E-MAIL

.....
NUMBER OF SHARES

NAME OF STOCK

TRANSFER DATE

.....
YOUR FINANCIAL BROKER

Provide your broker with detailed instructions, including the number of shares and the name of the stock. Shares of common stock must be transferred via Depository Trust Company (DTC) and shares of mutual funds via the Automated Customer Account Transfer system (ACAT). Below find the College's account information:

TD Ameritrade
DTC (Depository Trust Company) #: 0188
Account #: 939676516
Account Name: Emmanuel College
Tax-Exempt #: 04-21057-69

For more information, please contact Kristen Conroy, Vice President of Alumni Relations & Strategic Engagement, at 617-732-1714 or via conroyk@emmanuel.edu. Thank you for your continued support of Emmanuel College.