



# 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 [donovan@emmanuel.edu](mailto:donovan@emmanuel.edu) or mail to:

**Emmanuel College  
Office of Development and Alumni Relations  
Attn: Sr. Anne Donovan, SND  
400 The Fenway  
Boston, MA 02115**

.....  
Donor Name

.....  
Address

.....  
City

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State

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Zip

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Phone

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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:

**State Street Bank & Trust Company  
DTC (Depository Trust Company) #: 2319  
Account #: BN0657  
Account Name: Emmanuel College  
Tax-Exempt #: 04-21057-69**

For more information, please contact Sr. Anne Donovan, SND, Vice President of Finance/Treasurer, at 617-719-5983 or via e-mail at [donovan@emmanuel.edu](mailto:donovan@emmanuel.edu). Thank you for your continued support of Emmanuel College.