EFFECTIVE APRIL 1, 2013: New Procedure for Gifts of Physical Certificates

- All gifts of physical certificates and their accompanying paperwork will be sent directly to our clearing broker Pershing LLC.

- All certificates and paperwork must have the clients N7M account number written in the right hand corner of the forms. This ensures the security is credited to the correct account. Certificates and Paperwork should be sent in separate mailings.

*Physical Certificates should be sent to

Pershing LLC
One Pershing Plaza
Jersey City, NJ 07399

*Required Paperwork (i.e. stock bond powers, letter of authorization) should be sent to-

Pershing LLC
One Pershing Plaza
Jersey City, NJ 07399
Attention: Pending Papers Area

- Required paperwork for submitting certificates- ALL Stock Bond Powers must have original signatures and be medallion stamped guaranteed (no copies will be accepted). A Medallion Stamp can be obtained by any bank or financial institution. It is highly recommended that the back of the certificate is not signed. Please use a Stock Bond Power instead. A signed certificate becomes a negotiable instrument.

*For certificates in the organization’s name-
Stock Bond Power signed by an authorized signer of the organization and medallion stamped guarantee
Copy of the Corporate Resolution/Trading Authority dated within six months

*For certificates still in the donor’s name-
Stock Bond Power signed by the donor and medallion stamped guarantee
Letter of Authorization signed by the donor stating they are gifting the stock

*For stocks in the name of an Estate or deceased individual-
Stock Bond Power signed by the executor and medallion stamped guarantee
Short Certificate naming the court appointed executor (dated within 3months)
Death Certificate
Letter of Authorization signed by the executor stating the stock is to be gifted.

Please call or email me when a stock certificate has been sent for your account so I can monitor the account and watch for its posting. If possible please fax or email a copy of the certificate and paperwork.

As always please feel free to call or email me with any questions. I can be reached by phone at 412-234-0439 or email at Jorja.watts@bnymellon.com. The group email is bnymcmsgiftprocessing@bnymellon.com.
STOCK OR BOND POWER

FOR VALUE RECEIVED, the undersigned does (do) hereby sell, assign, and transfer to:


If stock, complete this portion

shares of the stock
of represented by the 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.

Dated __________________________

(Person(s) Executing this Power sign(s) here)

IMPORTANT – READ CAREFULLY
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 alterations or change whatsoever.

MEDALLION SIGNATURE GUARANTEE
DONATION – SECURITY TRANSFER RELEASE

This letter is authorization to transfer the below described security held in the following name __________________________________________

Security Name: __________________________________________

CUSIP: __________________________________________

Certificate #(s): __________________________________________

Share Amount: __________________________________________

to the following institution __________________________________________
as a gift on my behalf. I realize that I am relinquishing ownership and all rights to the security.

Signature(s): ___________________________ Date: _______

______________________________ Date: _______