



PO Box 370  
Collegedale, TN 37315  
Phone: (423) 236-2829  
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[advancement@southern.edu](mailto:advancement@southern.edu)  
[www.southern.edu/give](http://www.southern.edu/give)

## Delivery Instructions for Stock

### Donation Information

Name(s) of donor(s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

In memory or in honor of (if applicable, circle one): \_\_\_\_\_

Mail notice of tribute to: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Number of shares: \_\_\_\_\_

Type of stock (Issuer name-code): \_\_\_\_\_

Fund or purpose to which gift is to be directed \_\_\_\_\_

A receipt will be sent to you for this gift. Stock gifts may be tax deductible when given in accordance with IRS guidelines.

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### Method of Stock Delivery: Broker-to-broker Stock Transfer

1. Contact your broker and inform them that you wish to initiate a DTC transfer, a Broker-to-broker transfer-from your brokerage account to Southern Adventist Universities account.
2. Ask your broker to **include your name in the transaction description**. Please provide your broker a copy of this completed form.

Electronic delivery through Depository Trust Company (DTC) to:

Southern Adventist University  
Account 1-103028  
DTC ID# 2108  
Code 40  
Randy Browning, Relationship  
Manager Comerica (313)  
222-7091

<b>Our tax ID #:</b> 62-0536733
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### Notify Advancement:

3. Return a copy of this completed form to Southern Adventist University – Advancement
4. *And*, Call (423) 236-2829 to advise us of the transfer as the stock may transfer before this form is received in our office.