



## Instructions for Making a Gift of Marketable Securities to Fisk

Please contact the Division of Institutional Advancement at Fisk University by phone (615) 329-8856 to indicate that you are making a gift in order for us to properly track the process and ensure gift receipts and confirmation.

### ◆ **If stock is held in an account with a brokerage firm:**

Step 1: Notify your personal financial advisor and instruct them to have the desired number of shares of your chosen stock delivered to Fisk University account #2769-7103 at Wells Fargo Advisors, LLC/First Clearing via DTC #0141. Our Financial Representatives at Wells Fargo Advisors, LLC. are Jeff Williams at **615-744-2731** [jeffrey.williams@wellsfargoadvisors.com](mailto:jeffrey.williams@wellsfargoadvisors.com) or Patty Robertson at **615-744-2722** [patty.robertson@wellsfargoadvisors.com](mailto:patty.robertson@wellsfargoadvisors.com)

### ◆ **If stock is held in certificate form and you have the certificates:**

Step 1: Contact our office to receive the most current stock power form.

Step 2: Please sign the stock power exactly as the certificate is registered to you without filling in any other blanks of the form. **DO NOT SIGN THE CERTIFICATE.** You must sign the stock power form exactly as you are registered on the front of the stock certificate. For example, if the certificate is registered to Jane Doe, then you must sign "Jane Doe" on the form. If the certificate is registered to Jane Ann Doe, then you must sign "Jane Ann Doe". If there is more than one registered owner listed, all registered owners must sign the stock power form as their names appear on the front of the stock certificate. Sign only, do not fill any other information on the stock power form. The newest stock power form requires a Signature Guarantee which can be handled at a brokerage firm or some banks.

Step 3: Attach to the stock power from a letter of instruction stating,

"The attached certificate representing (# of shares) of (name of security) is being donated to Fisk University by (name of registered owner of security-exactly as listed on the front of certificate). Receive into account #2769-7103."

This letter should be signed and dated by all owners listed exactly as they are listed on the front of the certificate as described above in step 2.

Step 4: **MAIL CERTIFICATE AND STOCK POWER/LETTER OF INSTRUCTION SEPARATELY.** Please send stock power form and letter of instruction by regular mail to the address below. Send the stock certificate separately by certified mail. Deliver your certificate, stock power form and letter of instruction in person or by mail to:

Mary Dromgoole, Interim Director of Advancement Services  
Fisk University  
1000 17th Avenue North  
Nashville, TN 37208