



## University of Pennsylvania-Securities Transfer Request

### Section I. This is a request to (please select one)

- I wish to donate shares of stock to the University of Pennsylvania. Shares can be transferred directly from your brokerage account to Penn's account. Please complete the form below in its entirety and send a copy or fax to your broker to initiate the transfer. A copy or fax of the form must be sent to the University of Pennsylvania Securities Office at 215-573-5118. Please see Penn's mailing address below.
- I wish to donate mutual funds or other types of financial instruments to the University of Pennsylvania. Please contact or ask your broker to contact the University of Pennsylvania Securities Office at 215-898-7254 for further information.

### Section II. Personal Information

Name\_\_\_\_\_

Home Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip Code\_\_\_\_\_

If Penn alumnus: degree year\_\_\_\_\_ school\_\_\_\_\_

### Section III: Gift Information **PLEASE BE SURE TO CONTACT YOUR BROKER TO INITIATE THE TRANSFER**

Your broker's name\_\_\_\_\_ Broker's telephone number\_\_\_\_\_

# of Shares \_\_\_\_\_ Security Name\_\_\_\_\_

Ticker Symbol (if known)\_\_\_\_\_ Gift Designation\_\_\_\_\_

Please accept this security transfer request as your authorization to transfer from account \_\_\_\_\_ to the University of Pennsylvania's account as follows:

Firm: Lehman Brothers, attention: Blanca Sanabria 1-800-662-4139  
DTC: 0074  
Customer Name: University of Pennsylvania Tax ID: 23-1352685  
Account Number: 832-25022  
Penn Contact: Jean Suta, telephone #215-898-7254  
3451 Walnut Street, 427 Franklin Building  
Philadelphia, PA 19104-6205  
[jeanie@pobox.upenn.edu](mailto:jeanie@pobox.upenn.edu)

Signature(s) of account owner(s) \_\_\_\_\_

Please be sure that the University's securities gift office is notified of the details of your stock gift to ensure proper acknowledgement of your gift. Please fax a copy of this transfer request form to the University's Securities Office at 215-573-5118 or a copy can be mailed to 3451 Walnut Street, 427 Franklin Building, Philadelphia, PA 19104.

Thank you!