

**Making a Gift of Stock to Emory University  
Gift Processing Delivery Instructions**

Emory University  
Office of Gift Accounting  
1762 Clifton Road  
Suite 2400  
Atlanta, GA 30322

**STOCK HELD IN A BROKERAGE ACCOUNT:**

1. Instruct your broker to transfer the shares electronically to Emory University. Our custodian account is with BNY Mellon, who use Pershing LLC for clearing and custody services. Your gift date is the date the shares are received in the Emory University account. Your gift amount is the average of the high and low price on the day of receipt at Emory.
2. After instructing your broker to make the transfer, please contact the Office of Gift Accounting by email at (stockgifts@emory.edu) with the type of stock, number of shares and the Emory account designation, so that we can match your name with your gift when it arrives. **Please remind your Broker to include your name with the transfer, so that a gift receipt for tax purposes may be issued in a timely manner.**

**DTC Eligible Securities  
(including Mutual Funds sent via ACAT)**

DTC# 0443  
Pershing, LLC (One Pershing Plaza, Jersey City, NJ 07399)  
For Credit to account #: N7M002358  
FBO Emory University

**Fed Eligible Securities (Treasury Securities and certain bonds)**

ABA# 021000018  
Bank of NY/Pershing  
For Credit to account #: N7M002358  
FBO Emory University

**Physical Securities:**

Physical Certificates and the required paperwork should be mailed directly to Pershing LLC., our clearing broker dealer, AND notice of the physical being mailed should be sent to **BNYMCM Gift Processing** at [bnymcmgiftprocessing@bnymellon.com](mailto:bnymcmgiftprocessing@bnymellon.com).

Physical Certificates should be mailed to:

Pershing LLC  
One Pershing Plaza  
Jersey City, NJ 07399  
**Attention: Security Receive Area**

Required Paperwork (i.e. stock bond powers, letter of authorization) should be mailed separately to:

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

**For Foreign Securities, Bonds, and Mutual Funds requiring BIN#:**

Please have your broker contact **BNYMCM Gift Processing** at [bnymcmgiftprocessing@bnymellon.com](mailto:bnymcmgiftprocessing@bnymellon.com), for additional instructions.

**CLOSELY HELD AND OTHER STOCK GIFTS:**

Please contact the Office of Gift Planning for information about making a gift of closely held stock or other forms of stock ownership. Call 404-727-8875 for more information.

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