# 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)

Receiving firm DTC Number: 0443 Receiving firm name: Pershing LLC

Receiving firm account number: N7M002358

Receiving account owner name (name as it appears on account): Emory University

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

ABA# 021000018

Receiving firm name: Pershing LLC

Receiving firm account number: N7M002358

Receiving account owner name (name as it appears on account): 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.

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**, 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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