Securities and Cash Transfer Procedures Tax ID# 23-1352630

Wire Transfers – Cash

In order for a wire transfer to be made to Drexel University's account at TD Bank, the following information must be provided to your broker:

Account Name: Drexel University Concentration
ABA Number: 036001808
Account Number: 365285816

Please be sure to inform your financial institution to include the following information in the description of the transfer:

Donor Name
Purpose of Gift
Donor's contact person in Development Office

Before the wire transfer is made, please fill out the Securities and Cash Transfer Information Document and forward by fax (215.895.1317), or mail to Reggie Battles in the Office of Institutional Advancement. This form enables us to process your gift correctly. If you have not received a Securities and Cash Transfer Information Document form, please call 215.895.2619 and one will be forwarded to you.

Wire Transfer – Securities

Securities can be wire transferred through DTC to Drexel University's account at our broker, UBS Financial Services, Inc.

Account Name: Drexel University
DTC # 0221
Account # PY 84940

John T. Garvey is Drexel University's representative at UBS. If a problem arises, he can be reached at 215.496.2042 or 1.800.345.7941.

Before the wire transfer is made, please fill out the Securities and Cash Transfer Information Document and forward by fax (215.895.1317), or mail to Reggie Battles in the Office of Institutional Advancement. This form enables us to process your gift correctly. If you have not received a Securities and Cash Transfer Information Document form, please call 215.895.2619 and one will be forwarded to you.

Securities – Via Mail

There are two ways to send stock to Drexel University via the mail.

The donor can transfer the stock to Drexel University and have the stock certificates made out in Drexel University's name. If the stock is in the donor's name, the **donor must endorse the back of the stock certificate and submit a completed stock power.** The certificate should be sent **registered** mail to:

Reggie Battles
Associate Director of Records, Gifts & Stewardship Drexel University
Office of Institutional Advancement
3141 Chestnut Street, Main Building, Suite 310
Philadelphia, PA 19104

Drexel University Securities and Cash Transfer Information Document

Dear Donor:

Thank you for your gift of securities/cash to Drexel University. Please complete the following form and return it via fax (215.895.1317) or mail to:

Reggie Battles
Associate Director of Records, Gifts & Stewardship
Office of Institutional Advancement
3141 Chestnut Street
Main Building, Suite 310
Philadelphia, PA 19104

Name: _____
Address: _____
_____
_____

Telephone: _____ Fax: _____

STOCK INFORMATION

Date of Gift: _____
Type of Stock: _____ No. of shares: _____
Designation: _____
Type of Stock: _____ No. of shares: _____
Designation: _____

CASH WIRE TRANSFER

Date of Gift: _____
Amount: _____
Designation: _____
Donor Signature_____

This form is intended for use as communication to Drexel University to notify us of incoming securities or cash transfers only. Your broker may have his or her own specific requirements that should be complied with independent of this communication.

If you have any questions regarding the transfer of securities to Drexel University, please contact:

Reggie Battles
Associate Director of Records, Gifts & Stewardship
Office of Institutional Advancement
3141 Chestnut Street, Main Building, Suite 310
Philadelphia, PA 19104
215.895.2619
215.895.1317 fax
rcb44@drexel.edu

Bob Werner
Assistant Vice President, Advancement Services
Office of Institutional Advancement
3141 Chestnut Street, Main Building, Suite 310
Philadelphia, PA 19104
215.895.1338
bob.werner@drexel.edu