

**MAKING GIFTS OF SECURITIES/MUTUAL FUNDS**

**TO GETTYSBURG COLLEGE**

Gettysburg College works closely with several preferred brokers to provide both the College and our donors with the highest level of service. These relationships enable us to record your gifts and put them to work as quickly as possible. These brokerage accounts and detailed instructions for making gifts of securities is provided below.

We want this process to be as smooth, convenient, and obstacle-free for you as possible. Please call the development office at 800-238-5528 if you have any questions. Thank you.

**I. Accounts and Contacts for Electronic Transfer**

*Whenever possible, transfers should be made to one of the accounts listed below and to the attention of the contact person listed:*

---

Morgan Stanley/Smith Barney  
4507 North Front Street, 2nd Floor  
Harrisburg, PA 17110  
717- 255-6666  
1-800-676-0673

**Attention:** Kirby Beshore '74

**Account Number:** #410034801003 **DTC #** 015

---

Morgan Stanley/Smith Barney  
37 West Middle Street, Suite 201  
Gettysburg, PA 17325  
717-334-9101

**Attention:** John W. Carbaugh

**Account Number:** #6970158314193 **DTC #** 0418

---

Merrill Lynch  
1 Gateway Center, Suite 1400 |  
Newark, NJ 07102  
973-621-3456  
Fax: 973-621-8549

**Attention:** Bill Seeman '73

**Account Number:** #82702268 **DTC #** 5198

---

Charles Schwab  
22 North 2nd Street #A  
Harrisburg, PA 17101  
717-257-3936  
1-800-435-4000

**Attention:** Mark Loomis

**Account Number:** #36421756 **DTC: #** 0164

**II. Transfer Instructions**

**A. Electronic Transfers**

If the securities are held by your bank or broker and you are making the transfer electronically via the Depository Trust Co. (DTC) system:

1. Please contact one of the following individuals, or a member of the development office whom you know (1-800-238-5528) here at Gettysburg College to let them know you are making a transfer and which broker you are using.

Linda Sponseller 1-800-238-5528 1-717-337-6811 <a href="mailto:lsponsel@gettysburg.edu">lsponsel@gettysburg.edu</a>	Jim Orner 1-717-337-6221 <a href="mailto:jorner@gettysburg.edu">jorner@gettysburg.edu</a>
--	---

***Knowing in advance that you intend to transfer securities minimizes the risk of your gift being delayed because we were not able to recognize you as the donor.***

2. Contact your broker and instruct him/her to transfer your gift via DTC to one of our accounts listed above.

**NOTE:** Please be advised that ***the date of gift of the electronically transferred securities is determined at the time it enters one of the College's brokerage accounts, which may or may not be the same day you instructed your broker to make the transfer.*** As there are several steps and persons involved, transfer times can vary from same day to up to 5 days, especially during certain periods such as end of the calendar year. ***The value is determined as the average of the high and low prices on the date of the gift.***

## **B. Certificates**

### **1. By Mail**

If you hold the securities in certificate form, you may mail the securities and stock powers (one for each stock certificate) ***in separate envelopes*** to:

Linda Sponseller  
Gettysburg College Box 426  
300 North Washington Street  
Gettysburg, PA 17325

Please be certain to have your signature(s) on the stock powers guaranteed by a certified bank officer and complete the section indicating the name of the stock, the number of shares, and the certificate number(s).

The value is determined as the average of the high and low prices on the date of gift, which is the postmark for documents sent through the U.S. Postal Service, or the date that we receive the documents in all other cases. If the certificate and stock power are postmarked on different dates, the later date will be used.

### **2. Hand Delivery or Delivery by Other Couriers**

If the certificate is hand delivered to a member of the Development, Alumni, and Parent Relations staff or sent by a courier other than the U.S. Postal Service, the value is determined as the average of the high and low prices on the date of gift, which is the date the College takes physical possession of either the certificate or the stock power, whichever is later.