



## **GIFTS OF STOCK**

*Instructions as of August 2018*

### **For Certificates Held by a Bank or Broker**

Certificates held by a bank or broker can be transferred to Otterbein electronically by following these steps:

**Step One:** Gifts of securities such as stocks and bonds may be made electronically by instructing your broker to send the securities via Depository Trust Company (DTC) to:

Brokerage Firm: Goldman Sachs & Co. LLC

DTC Number: 0005

Account Name: Otterbein University

Account Number: 030488274

Reference: Donor Name (Including your name will ensure the gift is properly acknowledged.)

For the donation of MUTUAL FUNDS, please call in advance: 202-585-6761

**Step Two:** Contact Tracy Rush, Executive Director of Advancement Services at 614.823.1290 or [trush@otterbein.edu](mailto:trush@otterbein.edu) and provide: your name and address, the specific name of the securities to be transferred, the number of shares to be transferred, any special restrictions on the securities to be transferred, the designation of the gift (The Otterbein Fund, special project, etc.), and the name, address and telephone number of your broker.

### **For Certificates Held by You**

If you hold the securities, you may send them to directly to Goldman Sachs at the address below or to Otterbein at the address below by ordinary first-class mail using these steps:

**Step One:** In one envelope, place:

- the securities certificates, unsigned
- a letter stating the purpose of the gift (be sure to include your name and address)

**Step Two:** In a second envelope, send:

- a stock power form, which you should sign but otherwise leave blank and obtain a medallion signature guarantee from your bank or broker. Stock power forms are available from Otterbein or from your bank or broker
- a copy of the letter sent with the certificates

Address and mail both envelopes to:

Goldman Sachs & Co

Attn: Nathalie Leclef

Investment Management Division

101 Constitution Ave. NW, 10th Floor

Washington, DC 20001

E-mail: [nathalie.leclef@gs.com](mailto:nathalie.leclef@gs.com)

Tel: 202-585-6761

Fax: 212-493-0596

**OR**

Tracy Rush, Executive Director of Advancement Services

Otterbein University

1 South Grove Street

Westerville, OH 43081

Email: [trush@otterbein.edu](mailto:trush@otterbein.edu)

Tel: 614-823-1290

FAX: 614-823-1905

The certificates will not be negotiable until joined with the stock power, so using two separate envelopes will safeguard your gift.

*Note: There are important reasons to use the procedures outlined above. For example, do NOT instruct your banker or broker to sell your securities and forward the proceeds; this would represent a cash contribution and you would be liable for the capital gains tax.*

### **Valuing and Acknowledging Your Gift**

The value of your gift of securities is the mean between the high and low prices on the day the securities officially pass from your control to Otterbein's. Otterbein will send you a receipt stating the number of shares and the date on which they are officially received.