

# UNIVERSITY OF CALIFORNIA, BERKELEY FOUNDATION SECURITIES TRANSFER INSTRUCTION SHEET

## PLEASE FOLLOW THESE STEPS:

**1** Please complete this form and forward it to your financial advisor.

**2** Send a copy of this form to UC Berkeley's Gift Services at [givesecurities@berkeley.edu](mailto:givesecurities@berkeley.edu), as donor information does not always accompany the securities when transferred.

If you have questions, please contact Gift Services at 510.642.6791, or via email at [givesecurities@berkeley.edu](mailto:givesecurities@berkeley.edu).

DATE

TO (DONOR'S FINANCIAL ADVISER)

TELEPHONE

EMAIL

Please use this form as authorization to transfer the securities listed below from my account to Charles Schwab as my gift to the University of California, Berkeley Foundation.

FROM (DONOR NAME)

EMAIL

TELEPHONE

NAME OF SECURITY

NUMBER OF SHARES

GIFT ALLOCATION: FUND NAME, FUND NUMBER

SIGNATURE

For the UCBF's recording purposes, I request that this transaction be considered anonymous.

## Securities Transfer Instructions for Financial Advisors

For gifts of securities to the University of California, Berkeley Foundation, please deliver by DTC to:

Charles Schwab  
DTC 0164  
University of California, Berkeley Foundation  
Account 8176-2473  
Phone 800.435.4000  
Fax 510.836.0184

## IMPORTANT

For proper donor recognition, transfers must include the following information:

- Donor's name and contact information
- Name of security and number of shares
- Allocation of gift

