

# UNIVERSITY OF CALIFORNIA, BERKELEY FOUNDATION SECURITIES TRANSFER INSTRUCTION SHEET

## PLEASE FOLLOW THESE STEPS:

**1** Please complete this form, and forward it to your financial adviser. If your donation includes mutual funds, please have your broker contact our Morgan Stanley representative before the transfer is initiated as some preliminary steps may be required. Morgan Stanley contact information is shown below right.

**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 Morgan Stanley 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 Advisers

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

Morgan Stanley Wealth Management  
DTC 0015  
University of California, Berkeley Foundation  
Account 125-044522  
Morgan Stanley representative:  
John Asher  
[john.asher@morganstanley.com](mailto:john.asher@morganstanley.com)  
Phone 925.746.2909  
Fax 925.270.0661

## 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

