

Virginia Tech Foundation, Inc.

Mutual Fund Gift Processing Transfer Instructions

PRIOR TO MAKING A TRANSFER OF MUTUAL FUNDS, the Foundation will contact our broker to confirm that the Mutual Fund can be transferred in from the donor's broker/fund. If it can be transferred in, the Foundation and/or our broker will contact the delivering broker/fund and/or donor with the delivery instructions.

DELIVERING BROKER/FUND GIFT DETAILS:

DELIVERING MUTUAL FUND COMPANY: _____

BROKER/MANAGER NAME: _____

BROKER/MANAGER PHONE NUMBER: _____

BROKER/MANAGER EMAIL ADDRESS: _____

MUTUAL FUND NAME: _____

MUTUAL FUND CUSIP/TICKER: _____

MUTUAL FUND UNITS: _____

DONOR NAME/TELEPHONE NUMBER: _____

THIS GIFT SHOULD BE APPLIED TOWARDS: _____

Please fax a copy of the completed form to the Office of Investment and Debt Management at 540-231-7751 or email to gboyd@vt.edu. All questions may be directed to the Office of Investments and Debt Management at (540) 231-7094.

BROKERAGE SERVICES ARE PROVIDED BY BNY MELLON CAPITAL MARKETS, LLC, A SUBSIDIARY OF THE BANK OF NEW YORK CORPORATION. BNY MELLON CAPITAL MARKETS, LLC IS A REGISTERED BROKER/DEALER AND A MEMBER OF NASD.

