

**Virginia Tech Foundation, Inc.
Stock Gift Processing Form**

The process of gifting stock to the Virginia Tech Foundation is a three-step process. Please complete the steps outlined in this form to ensure your stock gift's timely and proper delivery.

STEP ONE: Fill out the "Gift Details" section below.

GIFT DETAILS

DELIVERING BROKERAGE FIRM: _____

BROKER NAME/PHONE NUMBER: _____

BROKER EMAIL ADDRESS: _____

SECURITY NAME: _____

SECURITY CUSIP/TICKER: _____

SHARES/STOCKS: _____ PAR/BONDS: _____

DONOR NAME/PHONE NUMBER: _____

DONOR EMAIL ADDRESS: _____

GIFT DESIGNATION: _____

STEP TWO: Provide this form to your Delivering Broker, as it contains information your broker will need to initiate a transfer via DTC.

DTC Transfer Instructions:

PERSHING/BNY MELLON CAPITAL MARKETS, LLC - DTC NUMBER: 0443

VIRGINIA TECH FOUNDATION - BNYMCM GIFT ACCOUNT NUMBER: N7M001111

STEP THREE: Request your Delivering Broker to email or fax this form to BNY Mellon Capital Markets (bnymcmgiftprocessing@bnymellon.com, 732-667-9764). A copy of this form should also be emailed or faxed to the Office of Investments and Debt Management (stockgifts@vtf.org, 540-231-7751).

***Note:** BNY Mellon Capital Markets cannot receive emails sent from personal email domains such as AOL, Hotmail, Gmail, etc.

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 MELLON CORPORATION. BNY MELLON CAPITAL MARKETS, LLC IS A REGISTERED BROKER/DEALER AND A MEMBER OF NASD.

