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 (bnymcmsgiftprocessing@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.