Virginia Tech Foundation, Inc.  
Stock Gift Processing  
BNY Mellon Capital Markets LLC Transfer Instructions

The process of stock gifting to the Virginia Tech Foundation is a two-step process. It is important to complete both steps to ensure timely and proper delivery of your stock gift, and to verify that the information received is the same for both BNY Mellon and the Office of Investments and Debts.

**STEP ONE:** Provide the information below to the Delivering Broker to Initiate Transfer via DTC. It is the information that you need to provide to your broker in order to have them initiate the stock transfer.

**Information for Delivering Broker to Initiate Transfer via DTC:**

BNY MELLON CAPITAL MARKETS, LLC - DTC NUMBER: 0443  
VIRGINIA TECH FOUNDATION - BNYMCM GIFT ACCOUNT NUMBER: N7M001111

**STEP TWO:** The completed form should be emailed to BNY Mellon Capital Markets, LLC at bnymcmgiftprocessing@bnymellon.com, and a copy faxed to the Office of Investments and Debt Management at 540-231-7751 OR emailed to stockgifts@vtf.org

**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: _________________________________________________________

THIS GIFT SHOULD BE APPLIED TOWARDS: _________________________________________

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.