



## INSTRUCTIONS FOR MAKING A GIFT OF STOCK

There are two methods of making a gift of stock:

1. An electronic transfer to our brokerage account at Fidelity Investments.
2. Sending the certificate by mail to The Worcester State Foundation.

Today the more common method is the electronic transfer. To complete this transfer your stockbroker needs the following information:

**DTC #:** 0226  
**Clearing Agent:** Fidelity Investments  
**Account #:** 676-060646  
**Account Name:** Worcester State Foundation, Inc.  
**Tax ID #:** 22-3248067

Your broker should wire the stock to our account (as opposed to selling it first and sending us the proceeds) and then send an email to [ltaylor1@worchester.edu](mailto:ltaylor1@worchester.edu) to indicate that the transfer of shares has been initiated. The email should include the following information:

***(Donor's name) has just made a gift of (# of shares) of (Name of Stock) effective (date of transfer) to the Worcester State Foundation account at Fidelity Investments.***

*If there is any questions please call or email Tom McNamara or Louise Taylor at Worcester State University – 508-929-8033 or [ltaylor1@worchester.edu](mailto:ltaylor1@worchester.edu) or [tmcnamara@worchester.edu](mailto:tmcnamara@worchester.edu) and they will coordinate with Fidelity. They will also need the information stated above about the name, amount and donor information relative to the gift.*

You will receive credit for the donation and an IRS tax deduction of the mean value of the stock (average between the high and low) of the day it was transferred.

If you have a stock certificate, please contact us and we will make arrangements to have you send us the certificate. **Please do not mail stock certificates without our prior knowledge.**

**Thank you for your support of Worcester State University!**