University of Pittsburgh – Securities Gift Processing Delivery Instructions

Transferring securities electronically via Depository Trust Company (DTC) into the University’s gift account at BNY Mellon. Please instruct your broker/agent to transfer securities to:

**BNY Mellon**
DTC# 0443 Pershing, LLC
Further Credit account #N7M001699
FBO University of Pittsburgh
ATTN: Jorja Watts
Phone: 412-234-0439
Email: jorja.watts@bnymellon.com

Contact BNY Mellon at least 24 hours prior to delivery and instruct your broker/agent to contact the University of Pittsburgh, Office of Finance, at least 24 hours prior to delivery.

**Office of Finance**
Julie Manko
Phone: 412-624-1799
Email: jmanko@cfo.pitt.edu

**Mutual Funds and Foreign Security Gifts**
Please contact Jorja Watts at BNY Mellon Capital Markets to check on the ability to accept the mutual fund and coordinate delivery. Phone 412-234-0439 or email jorja.watts@bnymellon.com.

**Physical Securities**

**ALTERNATIVE: IF YOU ARE CURRENTLY IN POSSESSION OF PHYSICAL SECURITIES SUCH SECURITIES MAY BE DELIVERED TO THE UNIVERSITY AS SET FORTH BELOW.**

a. The physical securities along with a transmittal letter identifying the enclosed securities (name, class, number of shares, quantity, and certificate numbers) and the purpose for the transfer (gift, charitable gift annuity, trust, etc…) may be sent to the University as indicated below:

   Mail via **Registered Mail** to:
   
   University of Pittsburgh
   Office of Finance
   Attn: Julie Manko
   2409 Cathedral of Learning
   Pittsburgh, PA 15260

   **NOTE: Security certificate should not be executed.**

b. In addition, the stock/bond power should be completed and mailed under separate cover to the above address. The power must be executed (signed) identically to the registered security. Fill in “University of Pittsburgh” in the “sell/assign/transfer” section. **Please do not fill in the “attorney to transfer” section.**
IRREVOCABLE STOCK POWER
(FOR TRUST AGREEMENTS)

For Value Received, the undersigned does (do) hereby sell, assign and transfer unto University of Pittsburgh, as Trustee, for the benefit of ______________________
______________________________ Trust (___________), shares of ______________________
stock of ______________________________________, represented by Certificate No(s). _____________, standing in name of the undersigned on the books of said Company.

The undersigned does (do) hereby irrevocably constitute and appoint ______________________ attorney to transfer the said shares of stock on the books of said Company, with full power of substitution in the premises.

IMPORTANT: The signature(s) to this power must correspond with the name(s) as written upon the face of the certificate(s) in every particular without alteration.

Dated ____________________
___________________________________
(Owner Signature)

Dated ____________________
___________________________________
(Owner Signature)

SIGNATURE(S) MUST BE MEDALLION GUARANTEED
IRREVOCABLE STOCK POWER
(FOR CHARITABLE GIFT ANNUITY AGREEMENTS)

For Value Received, the undersigned does (do) hereby sell, assign and transfer
unto University of Pittsburgh (___________) shares of ____________________ stock of
_______________________________________________________________,
represented by Certificate No(s). ______________, standing in name of the
undersigned on the books of said Company.

The undersigned does (do) hereby irrevocably constitute and appoint
_______________ attorney to transfer the said shares of stock on the books of said
Company, with full power of substitution in the premises.

IMPORTANT: The signature(s) to this power must correspond with the name(s) as written upon the
face of the certificate(s) in every particular without alteration.

Dated ____________________  ______________________________
(Signature)

Dated ____________________  ______________________________
(Signature)

SIGNATURE(S) MUST BE MEDALLION GUARANTEED
IRREVOCABLE BOND POWER
(FOR TRUST AGREEMENTS)

For Value Received, the undersigned does (do) hereby sell, assign and transfer
unto University of Pittsburgh, as Trustee, for the benefit of ________________________
______________________________ Trust, (__________) bonds of
______________________________ in the principal amount of
$______________________, represented by No.(s) __________________, standing in
name of the undersigned on the books of said Company.

The undersigned does (do) hereby irrevocably constitute and appoint
______________________________ attorney to transfer the said bond(s) on the books of said
Company, with full power of substitution in the premises.

IMPORTANT: The signature(s) to this power must correspond with the name(s) as written upon the
face of the certificate(s) in every particular without alteration.

Dated _____________________________
(Bondholder Signature)

Dated _____________________________
(Bondholder Signature)

SIGNATURE(S) MUST BE MEDALLION GUARANTEED
IRREVOCABLE BOND POWER
(FOR CHARITABLE GIFT ANNUITY AGREEMENTS)

For Value Received, the undersigned does (do) hereby sell, assign and transfer
unto the University of Pittsburgh (___________) bonds of __________________
________________________ in the principal amount of $_____________________,
represented by No.(s) _______________________, standing in name of the
undersigned on the books of said Company.

The undersigned does (do) hereby irrevocably constitute and appoint
_______________ attorney to transfer the said bond(s) on the books of said Company,
with full power of substitution in the premises.

IMPORTANT: The signature(s) to this power must correspond with the name(s) as written upon the
face of the certificate(s) in every particular without alteration.

Dated ____________________
___________________________________
(Bondholder Signature)

Dated ____________________
___________________________________
(Bondholder Signature)

SIGNATURE(S) MUST BE MEDALLION GUARANTEED
IRREVOCABLE STOCK POWER

For Value Received, the undersigned does (do) hereby sell, assign and transfer unto UNIVERSITY OF PITTSBURGH (___________) shares of the ________________ Stock of ________________________________________________ represented by Certificate No. ________________ inclusive, standing in name of the undersigned on the books of said Company.

The undersigned does (do) hereby irrevocably constitute and appoint ________________ attorney to transfer the said stock(s) on the books of said Company, with full power of substitution in the premises.

IMPORTANT: The signature(s) to this power must correspond with the name(s) as written upon the face of the certificate(s) in every particular without alteration.

Dated ______________________  ______________________