

## How to Give Stock to Chapman University

### Electronic Transfer

- Notify your broker that you would like to make a gift of stock to Chapman University and have your broker contact Chapman's broker:  
Patricia Hawkins  
Wells Fargo Securities  
(213) 253-7312  
[hawkinpb@wellsfargo.com](mailto:hawkinpb@wellsfargo.com)
- Your broker will need Chapman's Account:  
Number #1AB45467  
DTC #2072  
Agent Bank #52196  
Institution #66842
- The date of the gift is the date the shares are received into Chapman's account.
- See page two for direct transfer information and the **Stock Transfer Form**.

### Stock Certificates

- Mail via registered mail or hand-deliver unendorsed certificates directly to the Office of University Advancement, along with a cover letter signed by all donors listed on the certificate.
- In a separate envelope, include a signed stock power form, which can be obtained from your bank or from the Office of University Advancement.
- The date of the gift is the postmark date on the certificates.

### Valuation

- The value of the gift is the average of the high and low on the date the stock is transferred.

For questions about making a gift of stock please contact the Office of University Advancement at (714) 628-2814.

Also available:

- Wire Transfer Instructions (EFT)
- How to Transfer Mutual Funds to Chapman University

Thank you for your support of Chapman University.