

Office of Development and Alumni Affairs One Park Avenue, 5th Floor New York, New York 10016 Telephone: (212) 404-3640 Facsimile: (646) 754-7302 Email: securityandwire.gifts@nyulangone.org

## STOCK TRANSFER INSTRUCTION SHEET

### **IMPORTANT**

- 1 Please complete this form and forward it to your financial advisor or broker.
- 2 Please also forward a copy of this form to NYU Langone Health Office of Development and Alumni Affairs via email at <u>securityandwire.gifts@nyulangone.org</u> or fax at (646) 754-7302. This form of communication is important in the gift receipting process, as donor information does not always transmit through the DTC wiring system.

If you have any questions, please contact Rosemary Nunez at (212) 404-3673 or via email at securityandwire.gifts@nyulangone.org.

#### TO (DONOR'S FINANCIAL ADVISOR)

TELEPHONE

FAX

Please use this form as authorization to transfer the securities listed below from my account to the gift account of NYU Langone Health at Vanguard Brokerage.

FROM (DONOR NAME)

ADDRESS

TELEPHONE

FAX

NAME OF SECURITIES

NUMBER OF SHARES

GIFT PURPOSE

SIGNATURE

# DTC Transfer Instructions for Broker and Financial Advisors

For gifts of securities to NYU Langone Health, please deliver by DTC to:

> Vanguard Brokerage DTC # 0062, for NYU Langone Hospitals Brokerage Account #: 31776638 Attention: Ashley Nawrocki Tel. (610) 503-5687 Email: Ashley\_Nawrocki@vanguard.com

#### IMPORTANT

For proper donor recognition, transfers must include the following information:

- Donor's name and address
- Name of security and number of shares
- Purpose of gift