MOREHEAD STATE UNIVERSITY FOUNDATION, INC.

Instructions for Making a Gift of Securities

I. IF BROKER IS HOLDING STOCK/MUTUAL FUND:

1. Instruct your broker to contact a member of the OCIO/Managed Portfolios Client Service Team at Fund Evaluation Group, LLC at 513-977-4400. A member of the Client Service Team will determine current value of stock/mutual fund and advise Sharon Fraley at the MSU Foundation, Inc.

2. The stock/mutual fund should be transferred to Fidelity Investments for the further benefit of Morehead State University Foundation, Inc. The stock/mutual fund will be sold within twenty-four (24) hours unless otherwise advised by Fund Evaluation Group, LLC.

3. *Transfer Instructions:*

To:	Charles Schawb & Co., Inc.
DTC number:	0164
Account name:	Morehead State University Foundation, Inc.
Account number:	3012-6727
MSUF Tax ID:	31-1003236

II. IF DONOR IS HOLDING PHYSICAL STOCK CERTIFICATES:

1. Sign the stock powers in blank, exactly as the name(s) appear on the stock certificates.

2. The signature(s) on the stock power must be guaranteed by a member or member organization of the New York Stock Exchange.

3. Mail the signed stock certificates and signed stock powers to the MSU Foundation, Inc. in separate envelopes. Anyone holding both would have capability of exchanging the stock.

4. A letter should accompany the stock given to the MSU Foundation, Inc. stating the number of shares and type of stock. This is recommended to verify intentions of the donor.

5. A certificate may be endorsed on the back without necessity of stock power. This should only be done when the donor personally delivers the securities to the MSUF office. A signed Certificate becomes negotiable (i.e., anyone holding may cash).

III. QUESTIONS:

Please contact Sharon Fraley at the MSU Foundation at 606-783-2374 or a member of the OCIO/Managed Portfolios Client Service Team at Fund Evaluation Group, LLC at 513-977-4400.

Revised 7/19/2016