



GIFT TRANSFER INSTRUCTIONS

Thank you for your interest in supporting Valparaiso University. Below are transfer instructions for wire transfers and securities.

Let us know your gift is on its way:

Banks provide minimal information regarding wire and security transfers. Please complete page three, the notification form, and email to Advancement.Services@valpo.edu or fax at 219.464.5467 or call Advancement Services at 219.464.5110

Wire / ACH Information

Name of Bank:	JPMorgan Chase
Beneficiary account name:	Valparaiso University
Bank Account No:	180007310272
Routing Number:	021000021 (Wire transfers)
Routing Number:	074000010 (ACH payments)
Swift:	CHASUS33
Reference Field:	Donor Name, Phone No., Gift Designation

Security Delivery – Depository Trust (DTC)

Brokerage Name:	Merrill Lynch Wealth Management
Account Name:	Lutheran University Association dba Valparaiso University
DTC Number:	8862
Brokerage Account No:	629-04002
Valparaiso University Tax ID No:	35-0868125
Brokerage Address:	707 E. 80 th Place 4 th Floor, Merrillville, IN 46410-5609

Securities held in Certificate Form

The transfer maybe made by:

Forwarding the stock certificate and stock power form to Valparaiso University by mail or hand delivery. If you choose to mail these, the completed stock power form and stock certificate must be under separate cover, using certified mail with the return receipt request for the stock certificate. The stock certificate should not be signed. This gift is completed upon receipt of both envelopes; therefore, the latest postmark of the items received is used as the date of the valuation of the stock. The date of valuation for hand-delivered gifts is the date it is handed to a Valparaiso University staff person.

Registration to Valparaiso University. The transfer may be made by sending the stock certificate to your stock broker or transfer agent and having it re-registered in the name of Valparaiso University. The date for valuation of the stock will be the date on the re-registered stock certificate.



GIFT TRANSFER INSTRUCTIONS (continued)

Securities held by a Transfer Agent

If you own securities held in book entry form by a transfer agent, please contact the transfer agent directly to inquire about requirements for transferring a gift of stock to Valparaiso University. Transfer agents will not disclose the name of the donor to Valpo, so please be sure to contact Advancement Services.

Mutual Fund Securities held in your Account

Mutual fund units cannot always be electronically transferred by the Depository Trust Co. (DTC). Please contact Advancement Services to enlist our broker to help in completing the appropriate paperwork for the transfer of mutual fund gifts. This transfer process could take up to six weeks.

If you have further questions regarding securities, please contact:

Merrill Lynch

Corey G. Hecht, CFP
First Vice President
Wealth Management Advisor
Portfolio Manager
Email: corey_hecht@ml.com
Phone: 219.738.4425

Lonnie Fenes
Email: lonnie.fenes@ml.com
Phone: 800.937.0868, ext. 4464, or
219.738.4464

Valparaiso University

Jessica Fitman
Associate Director of Advancement Services
Email: jessica.fitman@valpo.edu
Phone: 219.464.6876



GIFT TRANSFER NOTIFICATION

Donor Name: _____

Donor Contact Information:

Phone Number: _____ **Email:** _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Type of Transfer:

Stock Transfer Wire Transfer

Description of Gift:

Please provide the following information in the area below:

- **For gift securities, please include the stock name and the number of shares being transferred.**
- **For wire gifts, please include the institution where the transfer is coming from, the amount of the gift, and indicate if this wire is from an Individual Retirement Account (IRA).**

Anticipated Date of Transfer: _____ (MM / DD / YYYY)

Please email or fax the completed notification form to Advancement.Services@valpo.edu or fax at 219.464.5467. Should you have any questions or need additional information, please contact our Advancement Services staff at 219.464.5110. You may also mail us the form at:

Valparaiso University
ATTN: Advancement Services
Heritage Hall
510 Freeman St.
Valparaiso, IN 46383