



## Securities and Cash Transfer Procedures

Tax ID# 23-1352630

### Wire Transfers – Cash

In order for a wire transfer to be made to Drexel University's account at TD Bank, the following information must be provided to your broker:

Account Name: Drexel University Concentration  
ABA (Bank Routing) #: 031 101 266  
ACH Routing #: 011 103 093  
Account Number: 365285816

Please be sure to inform your financial institution to include the following information in the description of the transfer:

Donor Name  
Purpose of Gift  
Donor's contact person in Development Office

**Before** the wire transfer is made, please fill out the Securities and Cash Transfer Information Document and forward by fax (215.895.1317), or mail to Reggie Battles in the Office of Institutional Advancement. This form enables us to process your gift correctly. If you have not received a Securities and Cash Transfer Information Document form, please call 215.895.2619 and one will be forwarded to you.

### Wire Transfer – Securities

Securities can be wire transferred through DTC to Drexel University's account at our broker, UBS Financial Services, Inc.

Account Name: Drexel University  
DTC # 0221  
Account # PY 84940

John T. Garvey or Brady Hooper are Drexel University's representatives at UBS. If a problem arises, he can be reached at 215.496.2042 or 1.800.345.7941.

**Before** the wire transfer is made, please fill out the Securities and Cash Transfer Information Document and forward by fax (215.895.1317), or mail to Reggie Battles in the Office of Institutional Advancement. This form enables us to process your gift correctly. If you have not received a Securities and Cash Transfer Information Document form, please call 215.895.2619 and one will be forwarded to you.

### Wire Transfer – Mutual Funds

If the mutual fund is DTC eligible it should be transferable through the DTC process. However, if is not DTC eligible, your donor's broker should contact John T. Garvey, Drexel's UBS Broker, at 215.496.2042 or 1.800.345.7941 and get a Bank Identification Number (BIN) for the transfer.

### Securities – Via Mail

There are two ways to send stock to Drexel University via the mail.

The donor can transfer the stock to Drexel University and have the stock certificates made out in Drexel University's name. If the stock is in the donor's name, the **donor must endorse the back of the stock certificate and submit a completed stock power**. The certificate should be sent **registered** mail to:

Reggie Battles  
Gift Processing and Records Management  
Office of Institutional Advancement  
Bellet Building - 1505 Race Street  
12th Floor - Room 1220  
Philadelphia PA 19102



**Drexel University Securities and Cash Transfer Information Document**

Dear Donor:

Thank you for your gift of securities/cash to Drexel University. Please complete the following form and return it via fax (215.895.1317) or mail to:

Reggie Battles  
Gift Processing and Records Management  
Office of Institutional Advancement  
Bellet Building - 1505 Race Street  
12th Floor - Room 1220  
Philadelphia PA 19102

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECURITIES INFORMATION**

Date of Gift: \_\_\_\_\_

Type of Securities: \_\_\_\_\_ No. of shares: \_\_\_\_\_  
Designation: \_\_\_\_\_

Type of Securities: \_\_\_\_\_ No. of shares: \_\_\_\_\_  
Designation: \_\_\_\_\_

**CASH WIRE TRANSFER**

Date of Gift: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Donor Signature \_\_\_\_\_

This form is intended for use as communication to Drexel University to notify us of incoming securities or cash transfers only. Your broker may have his or her own specific requirements that should be complied with independent of this communication.

**If you have any questions regarding the transfer of securities to Drexel University, please contact:**

Reggie Battles  
Gift Processing and Records Management  
Office of Institutional Advancement  
Bellet Building  
1505 Race Street  
12th Floor - Room 1220  
Philadelphia PA 19102  
215.571.4031  
215.895.1317 fax  
rcb44@drexel.edu