
Office of the Recording Secretary
600 Memorial Drive, Third Floor
Cambridge, MA 02139-4819

T: 617-253-5048
RecSec@mit.edu

F: 617-258-8316
<http://giving.mit.edu>

Security Gift Transfer Instructions

Gifts of Securities Held in Brokerages

Please instruct your broker to transmit the security directly from your account to:

State Street Bank & Trust Co.

Boston, MA

DTC # 997

Account # 859A

Comments: Account of Massachusetts Institute of Technology/[Donor name] for [MIT fund name, purpose, department, or fund number]

Attention: Victoria Aguiar

When you are making a security gift to MIT, please alert us in advance so that the gift will be properly credited when received. To advise of an anticipated security gift, please send a fax, letter, or email to the Office of the Recording Secretary providing the following information:

Name of Donor

Name and Ticker of Security

Number of Shares

Purpose of Gift

Approximate Date of Expected Transfer

Please send all security gift transfer information to:

MIT Recording Secretary's Office

600 Memorial Drive, Third Floor

Cambridge, MA 02139

Telephone: 617-253-5048

Fax: 617-258-8316

E-mail: stock-gifts@mit.edu

If you have questions, please feel free to contact us.