



600 Memorial Drive, Third Floor
Cambridge, MA 02139-4819
RecSec@mit.edu

Office of the Recording Secretary
T: 617-253-5048 F: 617-258-8316
<http://giving.mit.edu>

Security Gift Transfer Instructions
Gifts of Securities Held in Brokerages

These transfer instructions are for U.S. stock and bond gifts only. Please instruct your broker to transmit the security directly from your account to:

State Street Bank & Trust Co. Boston, MA
DTC # 997

**if a 4 or 5 digit broker code is required, use 0997 or 00997 respectively*

Account # 853M

Account Name: MIT Pool C

Comments: MIT, Donor Name, Gift Purpose [fund name, purpose, department, or fund number]

Attention: Patrick Duggan, Assistant Vice President, State Street

To transfer closely held stock, physical certificates, or mutual funds, please refer to further instructions provided at giving.mit.edu/ways or contact MIT for further assistance at RecSec@mit.edu or by phone at (617) 253-5048.

Please Note:

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 an 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/ Gift Designation

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

E-mail: stock-gifts@mit.edu

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

Thank you!