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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

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](http://giving.mit.edu/ways) or contact MIT for further assistance at [RecSec@mit.edu](mailto: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 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/ 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 Fax: 617-258-8316  
E-mail: [stock-gifts@mit.edu](mailto:stock-gifts@mit.edu)

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

Thank you!