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Security Gift Transfer Instructions
Gifts of Securities Held in Brokerages

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

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Comments: MIT, Donor Name, Gift Purpose [fund name, purpose, department, or fund number] Attention: Patrick Duggan, Assistant Vice President, State Street

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
Donor's Cost Basis
Purpose of Gift/ Gift Designation
Approximate Date of Expected Transfer

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

Thank you!