SECURITIES HELD IN CUSTODY WITH BROKERAGE FIRM OR BANK

TRANSFER INSTRUCTIONS

If your stock is held in custody with a brokerage firm or bank trust department, you can make a direct transfer of the securities from the custodian firm or bank to Southwestern’s account at Regions Bank, Little Rock, AR (SEI Private Trust Company). You should instruct the holding institution to make a direct transfer, known as a “DTC”, with the following instructions:

Please deliver \_\_\_\_\_\_\_\_shares of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[*insert stock name and symbol*] from my account with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[*insert brokerage firm name*], account number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[*insert account number*] to:

DTCC #: 2663

Account Name: Southwestern University

Account #: 7050000767

ATTENTION: Dawn Blaeuer, Senior Vice President, Regions Bank, 205-264-0913

or: Christopher Stidham, 205-264-0915

Please notify Southwestern University’s Development Office at 1-800-960-6363 of the transfer of stock, name of stock, and number of shares transferred and indicate how your gift is to be used (scholarships, Southwestern Fund, etc.). This will enable the University to acknowledge your gift promptly and respect any restrictions or preferences you may have for the use of the gift.

Donor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Donor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The value of a securities gift is the median of the high and low market price of the stock or bond on the date of your gift. You are entitled to deduct the gift value of securities for up to 30 percent of your adjusted gross income. (The maximum allowable deduction for all charitable contributions in any given year is limited to 50 percent of an individual’s adjusted gross income.) Any excess can be carried over for an additional five years.