Giving a Gift of Stock

There are three primary methods for making gifts of stock to Clemson University: transfer through brokerage accounts, delivery of certificates and reissue of certificates in the name of Clemson University Foundation.

Instructions for making these gifts are outlined below. For questions or help with your gift of stock, please contact Peter Barry at 864-656-7732 or pbarry@clemson.edu.

1. **TRANSFER OF GIFTS THROUGH BROKERAGE ACCOUNTS:**
   A. A donor may instruct his or her broker to have the stock transferred directly into one of the Clemson University Foundation’s accounts. The donor or broker should contact Peter Barry at 864-656-7732 or pbarry@clemson.edu for transfer and confirmation instructions.
   B. Stock may be transferred directly to the Clemson University Foundation’s account with Edward Jones using the account information below. The Clemson University Foundation also has accounts with various brokerages; for information on how to use a different brokerage, please contact Peter Barry at 864-656-7732 or pbarry@clemson.edu.

   Edward Jones
   Jim Hill
   PO Box 1845
   Clemson, SC 29633

   Acct# 268-01257-1-9
   DTC# 0057
   Branch #2685-66

   Note:
   • Donors should not give sell instructions to their broker. The tax court has held that the gift is not complete unless the stock is transferred to the charity’s account. Instructions to your broker to sell stock and transfer the proceeds to the charity are not sufficient to complete the gift.
   • Mutual funds cannot be sent by DTC (electronically). The transfer of mutual funds must be done by hand on paper. These transfers typically take several weeks. Please keep this in mind for gifts made near the end of the year.

2. **DELIVERY OF STOCK CERTIFICATES:**
   A. By Hand:
   
   Donors may bring stock certificate(s) to the Clemson University Foundation office in person. Prior to leaving the certificate(s) at our office, the back of the certificate(s) should be dated and signed by the owner(s) as listed on the front of the certificate(s) and the signature(s) guaranteed by a bank. Some, but not all, brokerage firms will guarantee signatures. This is also known as a medallion signature guarantee. The donor(s) must sign the certificate(s) in the presence of the bank or brokerage official. A copy of the donor(s) driver’s license is also required. If the stock gift is over $14,000, the donor is strongly advised to bring the certificates to Peter Barry to complete additional forms.
   
   Hand deliveries may be made to:
   
   Clemson University Foundation
   155 Old Greenville Highway, Suite 105
   Clemson, SC 29631
Note:
• It is critical to have signatures guaranteed (medallion signature guarantee) because brokerage houses will no longer accept signed certificates without a medallion signature guarantee. Notary signatures will not suffice as signature guarantees.

B. By Mail:
Donors may mail stock certificate(s) to the Clemson University Foundation. The date of the postmark is the date of the gift. Mailed securities must be completed in two parts:
(1) The original stock certificate(s) should be sent via certified and registered mail. This is especially important if any of the certificates are endorsed. (Please be aware that some of the mailing services will not insure securities.)
(2) An Irrevocable Stock or Bond Power should be signed as listed on the stock certificate(s), dated with the signature(s) guaranteed by the donor’s local bank and mailed separately via certified and registered mail. Please include a note linking the stock power to the stock certificate(s).

Mail deliveries may be sent to:

Clemson University Foundation
ATTN: Peter Barry
PO Box 1889
Clemson, SC 29633

Note:
• It is critical to have signatures guaranteed (medallion signature guarantee) because brokerage houses will no longer accept just signed certificates. Notary signatures will not suffice for signature guarantees.

3. REISSUE OF CERTIFICATE IN NAME OF FOUNDATION:
A certificate may be submitted to the issuing company or its registrar and a new certificate issued in the name of Clemson University Foundation. The date of the new certificate is considered the date of the gift. Stock certificates, stock powers, transaction notices and other correspondence should be directed to:

Clemson University Foundation Phone: 864-656-7732
ATTN: Peter Barry Fax: 864-656-1692
PO Box 1889
Clemson, SC 29633

Note:
• This method may not be well suited for all gifts of stock; to discuss reissuing your stock certificate(s), please contact Peter Barry at 864-656-7732 or pbarry@clemson.edu. This method may not be feasible for last-minute gifts because it can take two to three weeks.
• Transfer agents, such as Equiserve, will not release donor information by phone. If we receive a statement showing shares in an account at the transfer agency or if we receive a certificate reregistered in the name of Clemson University Foundation, we must request the donor information in writing. Their reply usually takes several weeks, which could affect the acknowledgment date of the gift. To avoid delays, please notify Peter Barry of the name of the transfer agent and the shares information.