



THE FLORIDA STATE UNIVERSITY  
FOUNDATION

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## Marketable Security Gifts

Donors' marketable security (stocks, bonds, mutual funds, etc.) transfers are made in one of three ways:

- Electronically (DTC)
- Physical Certificate—Donor's Name
- Physical Certificate—FSU Foundation

**Note: One of the following procedures must be used for each and every marketable security transfer. Following the procedures identified below will ensure that proper credit is given to the donor.**

### Electronic Transfer (DTC)

When donors' securities are held in a brokerage account, the donor should instruct their broker to transfer the securities to the following Foundation account:

Raymond James & Associates  
DTC#0725  
Account of FSU Foundation, Inc.  
Account # 10194903  
Attn: Henry Hooks and Brenda Joyner  
(850) 785-9614

Their broker should email the FSU Foundation information before the transfer is actually completed to provide notice that the gift is to be expected. The information to be provided should indicate the donor's name, the security being transferred, the number of shares being transferred and the date the transfer should occur.

The donor should then follow up with an email to the FSU Foundation providing instructions regarding their gift designation so that it can be properly credited to the appropriate fund.

The emails should be sent electronically to Tammy Lavine at [tlavine@foundation.fsu.edu](mailto:tlavine@foundation.fsu.edu).

### Physical Certificate — Registered in the Donor's Name

When donors' gift securities held in certificate format (stock or bonds) and registered in their name – the donor should mail either (1) an endorsed certificate(s) or (2) an unendorsed certificate(s) with a signed stock power to the Foundation. The donor should also include a letter authorizing the shares to be transferred and deposited into Foundation's brokerage account. The letter should also state the donor's gift designation so that the gift can be properly credited. The letter, certificates, and stock or bond power should be mailed **certified and insured** to:

The FSU Foundation, Inc.  
Attn: Tammy J. Lavine  
2010 Levy Avenue  
P.O. Box 3062739  
Tallahassee, FL 32306-2739

### Physical Certificate — Registered in the FSU Foundation's Name

Donors may elect to re-register their stock or bond certificate(s) into the Foundation's name before sending them to the Foundation. These re-registered certificate(s) should then be mailed **certified and insured** to:

The FSU Foundation, Inc.  
Attn: Tammy J. Lavine  
2010 Levy Avenue  
P.O. Box 3062739  
Tallahassee, FL32306-2739

The donor should include with the certificate(s) a letter stating the donor's gift designation so that the gift can be properly credited.

For additional questions please call – Tammy J. Lavine at (850)-644-6755 or Keith Tolbert at (850)644-9094