



FLORIDA STATE UNIVERSITY  
FOUNDATION

## Securities Information

Donor security 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 (stocks, bonds, mutual funds). 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 instructs 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

Donors should also request that their brokers send confirmation of transfer to the FSU Foundation, Inc. The confirmation should indicate the donor's name, the security being transferred, the Foundation account which should be used, and the date of transfer.

Donors should then follow up with a letter to the FSU Foundation with instructions regarding their gift designation so that the gift can be properly credited.

The confirmation from the donor's broker and the donor's letter should be sent electronically to Tammy Lavine at [tlavine@foundation.fsu.edu](mailto:tlavine@foundation.fsu.edu).

### **Physical Certificate – Donor’s Name**

When donors wish to give securities that are held in physical form (e.g., stock certificates) and are registered in their names, donors should mail either (1) an endorsed security certificate(s) or (2) an unendorsed security certificate(s) with a signed stock power to the Foundation. Donors should include with the physical documents a letter authorizing the shares to be transferred and deposited to an FSU Foundation 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 to:

FSU Foundation, Inc.  
Attn: Tammy J. Lavine  
325 W. College Avenue  
Tallahassee, FL 32301-1403

### **Physical Certificate – Naming the FSU Foundation**

Donors may elect to re-register their physical form securities into the FSU Foundation’s name before sending them to the Foundation. These re-registered physical documents should then be sent to the following address:

FSU Foundation, Inc.  
Attn: Tammy J. Lavine  
325 W. College Avenue  
Tallahassee, FL 32301-1403

Phone: (850)644-6755  
Fax: (850) 644-6211

The donor should include with the physical documents a letter that states the donor’s gift designation so that the gift can be properly credited.

Tammy Lavine  
Senior Director of Investments  
(850) 644-6755  
[tlavine@foundation.fsu.edu](mailto:tlavine@foundation.fsu.edu)

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