

# Securities Transfer Instructions

**NOTE:** To ensure we receive your gift, please notify Fresno State before starting a transfer, providing your broker's name, the security description and number of shares, transfer date and purpose of gift.

## Transfer by Wire

- ✓ Write your securities company, broker or mutual fund administrator a letter that contains the following statement:

**“This is your authorization to transfer \_\_\_\_\_ (number) of shares of \_\_\_\_\_ (stock/mutual fund name) to Goldman, Sachs & Co. for deposit to Account #026-16505-0, in the name of California State University, Fresno Foundation. DTC #005.”**

- ✓ Our broker cannot liquidate stock without knowing its source. To help us confirm your gift upon arrival, please send us by mail, fax or e-mail a copy of your letter:

**California State University, Fresno  
Office of Planned Giving  
5244 N. Jackson Ave., M/S KC45  
Fresno, CA 93740-8023  
(559) 278-4038 / Fax (559) 278-7925  
E-mail: [egarvin@csufresno.edu](mailto:egarvin@csufresno.edu)**

## Transfer by Delivery Service

- ✓ If you use the **U.S. Postal Service**, your gift is completed as of the postmarked date. If you use **FedEx**, **UPS** or another delivery service, or if you hand-deliver the certificates, your gift is completed when received by an authorized representative of Fresno State.
- ✓ Unsigned certificates should be sent in one envelope. A fully executed “Stock Power” form should be sent in a separate envelope.

## Notes:

- **Gifts of Mutual Funds** are problematic as they are not openly traded in the securities market. Transferring shares of mutual funds may take several weeks to complete, so please allow adequate time to meet any desired tax deadlines.
- The amount of your tax deduction depends on the value of the securities on the date the gift is received and completed. This date is important for your tax planning, especially at year-end. To be sure that your gift is completed by December 31 of any year, allow a minimum of 10 working days for the transfer of stocks and bonds and at least 30 days for mutual funds.
- The rules for transferring securities are not complicated but they are strict. If you have any questions, please contact:

**Liz Garvin, Director of Planned Giving, at (559) 278-4038, [egarvin@csufresno.edu](mailto:egarvin@csufresno.edu) or  
Keith Kompsi, Foundation Financial Services, at (559) 278-0838, [kkompsi@csufresno.edu](mailto:kkompsi@csufresno.edu)**