

Carnegie Mellon

MAKING A STOCK GIFT

If sending the securities yourself:

1. I (we) make a gift of _____ shares of:
_____ stock
to Carnegie Mellon University.
2. _____
(Signature(s) (Date)
3. Mail the unendorsed certificate(s) to the address shown at right.
4. Mail a stock power (sign exactly as the owner(s) appear on the certificate) under separate cover to the same address. Have the signature(s) medallion guaranteed by your commercial banker.
5. Enclose the original of this form with the certificate.

In either case, please complete:

Name(s) _____
Address _____

Phone # _____ Class Year _____

If having your broker transfer the securities:

1. I (we) hereby direct you to transfer _____ shares of:
_____ stock
to Carnegie Mellon University as a charitable gift.
2. _____
(Signature(s) (Date)
3. **Note:** Please send original of this form to your broker, keep one copy for your records and mail or fax one copy to:

Carnegie Mellon University
Sharon King, Gift Administration
6 PPG Place – 11th Floor
Pittsburgh, PA 15222-5409
412-268-2027 (Phone)
412-268-8844 (Fax)

4. **BROKER:** When you have received these instructions, please contact Sharon King, Carnegie Mellon Gift Administration, at **412-268-2027** or **sk2q@andrew.cmu.edu**.

Thank you for your gift to Carnegie Mellon University!