



Office of Advancement Services
Telephone: 212.998.2790
Email: gift.administration@nyu.edu

STOCK TRANSFER INSTRUCTION SHEET

IMPORTANT

1 Please complete either this form or our online [Stock Form](#) and forward it to your financial advisor. If using this form, please move to step 2.

2 Please forward this completed form to gift.administration@nyu.edu. Sharing this form is important in the gift receipting process, as donor information does not always transmit through the DTC wiring system.

If you have questions, please contact us at 212.998.2790 or gift.administration@nyu.edu.

TO (DONOR'S FINANCIAL ADVISOR)

TELEPHONE

EMAIL

Please use this form as authorization to transfer the securities listed below from my account to NYU's gift account at Merrill Lynch.

FROM (DONOR NAME)

ADDRESS

TELEPHONE

EMAIL

NAME OF STOCK AND TICKER

NUMBER OF SHARES

GIFT PURPOSE

DTC Transfer Instructions for Broker and Financial Advisors

Gifts of securities should be delivered by DTC to:

Merrill Lynch Wealth Management
DTC # 8862, for New York University
Gift Account # 847-04X09.
Attention: Thomas Albertson
800-944-0677, MDA@ml.com

IMPORTANT

Transfers must include the following:

- Donor's name and address
- Name of security and number of shares
- Purpose of gift

For mutual funds, bonds, foreign stock or any other non publicly traded securities please contact gift.administration@nyu.edu