

First, the donor's broker should be instructed to transfer the securities to the following account using the DTC number indicated below:

- **Wachovia Securities # 27835802**
- **DTC #0201**
- **Florida Tech Federal Tax ID # 59-6046500**

Donor or his/her broker should contact **Nita Grisham at Wacovia Securities (676-0300)** and alert her to the transfer.

Ask the donor or broker to inform Advancement that:

- **"X number of shares of stock (include the number of shares and name of company) are being transferred to Florida Tech's Account at Wacovia Securities."**
- **Include the language "given for the benefit of Florida Institute of Technology" and, if restricted, specify the donor's intent.**

Donors should be encouraged to complete all gifts prior to December 29 to allow time for the transferring broker to complete the transaction before the end of the year.

PLEASE NOTE: *These instructions apply only to gifts of stock in publicly traded companies. Gifts of stock in privately held companies should not be accepted without referral to Dr. Kenneth P. Stackpoole.*