Transferring Securities to Ohio Dominican University

The following information is intended to assist friends of Ohio Dominican University in making gifts of stock to the University. Please complete the attached form and return it to the Office of Advancement before making your transfer. It is important for us to know when a transfer is made and from whom it is being made so that we may credit our books and acknowledge your gift.

Donating stock certificates that are held by donor, for example in safety deposit box:

1. Send by registered mail unsigned certificates with a cover letter describing the issue and the number of shares and certificates, indicating your intention to give the securities to Ohio Dominican University and stating any designated purpose for the gift.
2. In a second envelope, to be mailed separately, send a stock power (available at your commercial bank) for each certificate. Before mailing the stock power, sign it and have your signature guaranteed by an officer of a national bank or broker. If you wish, you also may fill in the name of the issue on the stock power. The gift date is the post-marked date on the envelope.
3. Envelopes should be mailed separately to:

   Ohio Dominican University
   Office of University Advancement
   Attn: Murley Miller, Associate Vice President of Advancement
   1216 Sunbury Road
   Columbus, Ohio 43219

Donating stock certificates that are held by a broker in a street account:

1. This option is a matter of transferring the securities from your account to the University's account.
2. Transfers of securities to Ohio Dominican University may be delivered by book entry to:

   The Huntington Investment Company
   For further credit to Ohio Dominican University
   Account # 0HE-402206 *(Please note the first digit is a zero, not the letter O.)*

If your broker wishes to transfer the securities electronically, the University's DTC clearing number is 0226.

3. If your broker requires you to write a letter requesting the transfer, please send a copy of that letter to us as well.

Ohio Dominican University looks forward to receiving your gift of stock. We will contact you once the gift has been received. Please encourage your broker to contact Murley Miller with additional questions at (614) 251-4786 or millerm2@ohiodominican.edu.

Thank you very much for your support.

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