



## TEXAS LUTHERAN UNIVERSITY

*Learn Boldly. Live to Inspire.*

### **Gifts of Stock**

Gifts of stock certificates are a popular way of assisting TLU's mission. TLU has an account with one broker:

#### Charles Schwab

DTC/ or clearing number of Charles Schwab: 0164

TLU account: SO 8760-5753

Phone: (830) 372-8011 or (800) 515-2157

### **Transfer from donor's account to TLU's Schwab account**

The donor will need to give their broker a letter of authorization to transfer the shares; then the broker should call TLU's Development Office. TLU and the broker will confirm the donor's name, name of stock, and the number of shares.

Electronically transfer stock from another broker to TLU.

The donor or their broker should contact TLU's Development Office and provide the donor's name, name of the stock, number of shares to be given, purpose for which the gift is to be used, the name of the broker, the firm, the city, and broker's phone number. The donor will need to sign a form provided by the broker authorizing and initiating the transfer. The donor will also need to send the TLU Development Office a letter of intent for the gift. TLU can provide a sample letter to the individual(s). The letter will state that an electronic transfer is taking place, the name of the stock, the number of shares, and the purpose for which the gift is intended.

Donate Actual Paper Shares of Stock.

If the stock is hand delivered, the donor must give to TLU an irrevocable stock or bond power (signature guaranteed) and a signed letter of intent. The value may increase or decrease by the time TLU actually receives the funds. The donor's charitable tax deduction is on the date he or she physically hands TLU's Development Office the stock certificate(s).

If the donor wishes to mail stock certificates to TLU, he or she should contact the Development Office and forward a written letter of intent, the date, the name of the stock, the number of shares, the purpose for which the gift is intended, and provide TLU with a "Stock Power" (signature guaranteed) provided upon request.



**TEXAS LUTHERAN UNIVERSITY**

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**INFORMATION FOR ELECTRONIC TRANSFER OF STOCK**

1. Information for donor's broker:

TLU Tax ID #: 74-1109748

Charles Schwab

DTC/ or clearing number of Charles Schwab: 0164 Code 40

TLU account: 8760-5753

2. Information to be provided to TLU by donor:

A. Donor's Name: \_\_\_\_\_

B. Name of Stock: \_\_\_\_\_

C. Number of Shares:

D. Broker: \_\_\_\_\_

E. Firm: \_\_\_\_\_

F. City: \_\_\_\_\_

G. Broker's Phone: \_\_\_\_\_

H. Purpose of Gift: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Thank you!***



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**Letter of Intent**

I / We, \_\_\_\_\_, hereby sign this letter of intent to give Texas Lutheran University \$\_\_\_\_\_ over the period covering \_\_\_\_\_. We intend to make this gift in the form of \_\_\_\_\_. Details for this gift are as follows:

(List all terms of the agreement: purpose, restrictions, method/frequency of payments, method of recognition for all print materials.)

We are pleased to make this gift to Texas Lutheran University.

Printed Name(s) of donor \_\_\_\_\_

Signature(s) of donor \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Vice President for Development and Alumni Relations

\_\_\_\_\_  
Date