

# Key Information for Gifting Stocks, Bonds, and Securities\*

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**1 LEGAL NAME**  
State University College at  
Oneonta Foundation  
Corporation, Inc.

**2 FINANCIAL INSTITUTION**  
The Northern Trust Company

If you have any questions, please  
contact Benjamin Wendrow,  
Director, Advancement Services  
and Donor Relations at  
(607) 436-2594 or  
[benjamin.wendrow@oneonta.edu](mailto:benjamin.wendrow@oneonta.edu)

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## TRANSFER INSTRUCTIONS FOR FINANCIAL ADVISERS

**DTC PARTICIPANT #:** 2669

**CUSTODIAN ACCOUNT NUMBER:** 1746316

FFC (For Further Credit Information)

**ACCOUNT NAME AT NORTHERN:** FIRST STATE TRUST COMPANY/ fbo NBT

**TRUST ACCOUNT NUMBER AT NBT:** 008426

**FCC:** COLLEGE AT ONEONTA FOUNDATION

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### IMPORTANT

Please remember to include the  
donor's name and address, name  
of security, number of shares, fund  
name, and gift purpose.

Executive Director: Paul J. Adamo  
Phone: (607) 436-2535  
Fax: (607) 436-2686

\*For information on the transfer of mutual funds, please contact:

Benjamin Wendrow  
Director, Advancement Services and Donor Relations  
[benjamin.wendrow@oneonta.edu](mailto:benjamin.wendrow@oneonta.edu)  
Phone: (607) 436.2594



# COLLEGE AT ONEONTA FOUNDATION FINANCE OFFICE INFORMATION REQUIRED WHEN RECEIVING GIFTS OF SECURITIES

**IMPORTANT**

Please forward this completed form to Diane Loveland, Foundation Finance, [diane.loveland@oneonta.edu](mailto:diane.loveland@oneonta.edu) when a gift has been initiated.

This form is the first step in the Foundation Finance Office procedure in receiving donor gifts of securities. In order to effectively and efficiently receive gifts of securities into the Foundation, the following information is required:

**Donor Name:** \_\_\_\_\_

**Security Being Gifted:** \_\_\_\_\_

**Number of Shares and/or Dollar Amount:** \_\_\_\_\_

**Name of Institution Initiating the Transfer:** \_\_\_\_\_

**DONOR'S REPRESENTATIVE AT INSTITUTION INITIATING THE TRANSFER:**

- *Name and phone number - who do we call if there is an issue with the transfer?*
- *Broker or person in transfer department*

**Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date the Transfer is Initiated:** \_\_\_\_\_

- *All donor paperwork signed and letter of authorization and instructions **submitted to institution.***

Once a gift is initiated by a donor's institution, the above information is key to tracking a gift through the financial systems, especially if any difficulty is encountered during the transfer process.