

## Ways to Give to the Divinity School: [Stock/Securities](#)

Remember the Duke University Office of Alumni and Gift Records handles all the gifts made to the Divinity School. There are several ways to transfer securities to the Divinity School: Electronic Transfer, Mailing Certificates, or Hand Delivery. For information regarding the valuation of stocks and bonds or gift crediting, please contact Alumni & Development Records - (800) 367-3853 or (919) 684-2338.

### **Electronic Transfer:**

The most popular and most efficient way to transfer securities to the Divinity School is by electronic transfer. This is done through a free delivery that simply means that Duke gets 100% of the value of the transfer versus the broker receiving a portion in commissions.

**If your stock is held at a broker**, notify the broker that you wish to make a gift of securities to Duke University. Your broker will need written authorization from you before they can make the transfer. Be sure to tell them the name of the stock that you want to transfer, the number of shares, and where you would like your gift to be designated when it reaches Duke, the Divinity School.

Once you have authorized the transfer, ask your broker to contact Alumni & Development Records at (800) 367-3853 or (919) 684-2338. That office will give your broker complete transfer instructions. Be sure to contact the Divinity School Development Office directly as well so that we will know to watch for your gift.

#### **NOTE:**

Even if you have donated securities in the past, be sure your broker contacts Alumni & Development Records **BEFORE** the transfer is made. The transfer instructions can change from year to year. A quick phone call from your broker to verify the current instructions will prevent any transfer problems.

### **Mailing Stock Certificates:**

If your securities are not held at a broker (see Electronic Transfer if they are) then you can either mail or hand deliver the certificates directly to the Office of Alumni & Development Records.

If mailing, send your *unendorsed* certificate(s) and a cover letter (including your name, address, and purpose of the gift) in one envelope. In a second envelope, send a signed, *signature guaranteed*, stock power. We strongly recommend using registered mail to forward your certificates and stock

power. A stock power form can be obtained at your local bank or by calling Alumni & Development Records at (800) 367-3853 or (919) 684-2338.

**Hand Delivery:**

Certificates may be given to a University Development Officer or delivered to the Office of Alumni & Development Records.

**NOTE:**

Please DO NOT mail endorsed certificates! Once the certificate is endorsed, it is legal tender and can be exchanged by anyone.

It is strongly recommended that certificates not be sent to a transfer agent for registering in the University's name. This procedure is unnecessary and results in needless delays of the transfer.

Our mailing address is:

Alumni & Development Records  
Duke University  
Box 90581  
Durham NC 27708-0581  
Tel (919) 684-2338  
Fax (919) 684-8527