

## **STOCK TRANSFER/AUTHORIZATION FORM DIRECTIONS**

This form may be used to authorize and direct your broker to transfer directly to Bucknell, through electronic transfer, cash or shares held by that brokerage for you in a street name, book entry, or electronic account. If your brokerage already has a Bucknell-controlled account, the cash or shares you give may be transferred into Bucknell's existing account, as indicated in the directions.

In the "To:" block, fill in the mailing address of your brokerage, including the name of your broker, if known. Insert your account number in the text of the letter where indicated; then list the cash or securities you intend for your brokerage to transfer for Bucknell's control in the space provided. Each owner of the assets in the account to be transferred must sign the form, and the signature(s) must be guaranteed (by your bank or brokerage), or notarized on the form. Finally, either mail or fax (if your brokerage accepts authorizations via facsimile transmission) an original copy of the form to your broker; signed photocopies of the form should be sent to the Manager of Gift Records at Bucknell (Cooley Hall, Bucknell University, Lewisburg, PA 17837) or faxed to: 570/577-3610. You should keep another copy for your records.