

Making a Gift of Stock to:

**Mississippi State University Foundation
P.O. Box 6149
One Hunter Henry Blvd.
Mississippi State, MS 39762**



STOCK HELD IN A BROKERAGE ACCOUNT

1. Instruct your broker to transfer the shares electronically to Mississippi State University Foundation [MSUF]. MSUF maintains a brokerage account with Morgan Stanley Smith Barney (see delivery instructions below).
 - a. Your gift date is the date stock ownership transfers to the MSU Foundation.
 - b. On your official receipt we are unable to confirm the market value of your gift.
 - c. For recognition purposes, your gift amount is the average of the high and low price on the day of receipt.

Broker Name..... Morgan Stanley
Account Number..... 421-108692
DTC 0015
FBO.....MSU Foundation, Inc.

Contact..... **Kellon Lawrence (601) 790.3299 or
Diane Noel (601) 790.3303**
Toll Free: 800.829.6460
Fax: 769.235.2115

2. After instructing your broker to make the transfer, please contact Lynn Durr by phone (662.325.8918) or email (sls17@msstate.edu) with i) a description of the stock and ii) the appropriate MSUF fund designation.

STOCK CERTIFICATES IN YOUR POSSESSION

1. Write a brief letter of instruction that includes your name, a description of stock certificates, number of shares to be donated, and the MSUF fund to which you wish your gift to be credited.
2. Sign a stock power form. You can obtain a stock power form from your broker or from MSUF; your signature is the only item to be completed on the stock power form.
3. Mail the i) unsigned stock certificate(s) and letter of instruction in one envelope and ii) the signed stock power form in a separate envelope to MSUF at the address above. Your gift date is the postmark date on the signed stock power; the value of your gift is the average of the high and low price of your stock on the gift date (MSUF is unable to confirm the market value of your gift on your official gift receipt).
4. Please contact Lynn Durr by phone (662.325.8918) or email (sls17@msstate.edu) to let us know the gift is in progress.

NOTE: If you have a certificate for more shares than you wish to donate, please include your Social Security number and a written note specifying how many shares you wish to donate and how many shares should be returned to you. Please be sure to include an address for the new certificate(s). It generally takes four to six weeks for a new stock certificate to be issued in your name.

MUTUAL FUND GIFTS

Please contact Lynn Durr by phone (662.325.8918) or email (sls17@msstate.edu) for information about making a gift of mutual fund shares. Please be advised that mutual fund transfers may take up to four to six weeks to accomplish.

CLOSELY HELD AND OTHER STOCK GIFTS

Please also contact Lynn Durr at (662.325.8928) for information about making a gift of closely held stock or other forms of stock ownership.