

MUTUAL FUND TRANSFER INSTRUCTION SHEET

IMPORTANT

1 Please complete this form and forward it to your financial adviser.

2 Please also forward a copy of this form to the University of Chicago Office of Gift Administration via fax at 773.702.9675 or email to securitiesgifts@uchicago.edu, as donor information does not always transmit.

If you have any questions, please contact Telly Green in Gift Administration at 773.702.2401 or securitiesgifts@uchicago.edu.

TO (DONOR'S BANKER OR FINANCIAL ADVISER)

TELEPHONE

FAX

Please use this form as authorization to transfer the mutual funds listed below from my account to Charles Schwab as my gift to the University of Chicago.

FROM (DONOR NAME)

ADDRESS

CITY | STATE/PROVINCE | COUNTRY

TELEPHONE

FAX

NAME OF MUTUAL FUND

NUMBER OF SHARES

GIFT PURPOSE

PLEASE LIST ADDITIONAL NAME FOR JOINT RECOGNITION

SIGNATURE

Transfer Instructions for Financial Advisers

For gifts of mutual funds to the University of Chicago, please deliver to:

Charles Schwab
Schwab's DTC#: 0164
Code: 40
Schwab mutual fund account:
6716-4566
Schwab's customer service number:
800.435.9050

IMPORTANT

For proper donor recognition, transfers must include the following information:

- Donor's name and address
- Name of mutual fund and number of shares
- Purpose of gift
- If applicable, additional names for joint recognition