



# 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](mailto:securitiesgifts@uchicago.edu), as donor information does not always transmit.
- 3 If you have any questions, please contact Telly Green in Gift Administration at 773.702.2401 or [securitiesgifts@uchicago.edu](mailto:securitiesgifts@uchicago.edu).

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TO (DONOR'S BANKER OR FINANCIAL ADVISER)

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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.

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FROM (DONOR NAME)

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**ADDRESS**

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CITY | STATE/PROVINCE | COUNTRY

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TELEPHONE FAX

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**NAME OF MUTUAL FUND**

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**NUMBER OF SHARES**

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**GIFT PURPOSE**

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PLEASE LIST ADDITIONAL NAME FOR JOINT RECOGNITION

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**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