

# GEORGETOWN

C O L L E G E

## **STOCK TRANSFER (Fifth Third Bank Securities Account)**

The process to transfer stock to Georgetown College is as follows:

### **PAPER STOCK:**

- Sign a separate power of attorney transferring share(s) to Georgetown College.
- Mail power of attorney in an envelope separate from that in which you send the stock shares. It is suggested these be sent by registered mail.
- The value of the stock is established the date the stock certificates are mailed. This determination is based on the average high/low trading price of the particular stock on the date the power of attorney is mailed.
- A letter stating the purpose for which the funds are intended should accompany stock shares.
- If transferring only a portion of the shares represented by a certificate, the stock will need to be sent to the company for issue of shares to the College and for reissuance of shares to you. The value of the stock will be the average of the high/low trading price of the date the stock is issued in the name of the College.

### **TRANSFERS FROM ONE STREET ACCOUNT TO ANOTHER:**

- ◆ The donor should write a letter of instruction to his/her stock broker stating the purpose for which the stock proceeds are to be used. A copy of this letter should be sent to the College. That letter should also include the following information:

#### **Georgetown College's account is with:**

**Fifth Third Bank**  
250 West Main Street  
Suite 100  
Lexington, KY 40507

**Attention: LouAnn Atlas**  
Phone: 502-562-5254  
[louann.atlas@53.com](mailto:louann.atlas@53.com)

<b>Participant (DTC) Number:</b>	<b>2116</b>
<b>Agent Bank Number</b>	<b>10016</b>
<b>Institution Number</b>	<b>11153</b>
<b>Account Number:</b>	<b>Georgetown College CGA 38-000-6213573</b>

**Note: If your company uses its own DTC Institutional Number, delete our #11153 Institution number and insert your own.**

- ◆ The value of the stock is established on the date the stock is received in the College's account. The value of the stock will be the average of the high/low trading price of the stock on the day the stock is received in the College's account. **(Note: If the stock is sold on the same day it is received by the College, the value will be the price for which the stock sold.)**

#### **For additional information, please contact:**

Office of Institutional Advancement  
Ph: 502/863-8037  
Email: [advancement@georgetowncollege.edu](mailto:advancement@georgetowncollege.edu)