

## STOCK TRANSFER INFORMATION

### Electronic Transfer of Shares

Shares may be electronically transferred to the Miami University Foundation through either Merrill Lynch or Smith Barney. The value of each gift for tax purposes is determined by taking the mean of the high and low trading values of the shares on the day they are received in the account multiplied by the number of shares transferred.

	<b>Merrill Lynch</b>	<b>Smith Barney</b>
Endowment Account #	639-04061	78B-10890-13
Foundation Account #	639-04116	78B-11349-18
DTC #	5198	0418
Contact Person	Rick Cottrell/Fred Gallenstein	Jill Shaffer/Mary Beasey
Telephone #	(866) 796-1193	(866) 273-3726
Fax #	(513) 322-4405	(614) 473-2450

### Transfer by Certificate

If you have in your possession the actual stock certificates, you should use the following procedure:

1. Please do not complete any section on the reverse side of the stock certificate(s). Simply mail to my attention:

Miami University  
*c/o (name of the Development Officer)*  
Murstein Alumni Center  
725 E. Chestnut Street  
Oxford, Ohio 45056

Please also include a letter stating that you are contributing the certificate(s) to the Miami University Foundation.

2. In a separate envelope, please mail one signed copy of a stock power form per each certificate. The signature on the stock power form should reflect precisely the name printed on the certificate. Please also include one signed release form. Other than adding your signature to these forms, do not complete any other section