THE FOLLOWING INSTRUCTIONS DESCRIBE THE INFORMATION NECESSARY TO DONATE (TRANSFER) STOCKS TO EVANGEL UNIVERSITY:

When a transfer is initiated, it is very important that you notify Evangel University directly that you are making a gift. Please send notification by completing the attached letter to:

Linda Allen, CFO, Evangel University, 1111 N. Glenstone, Springfield, MO 65802

BY FAX - 417-865-9599

BY EMAIL – allenl@evangel.edu

If you have questions, please contact Evangel University Advancement Office, Dr. Michael Kolstad, or Evangel University Business Office, Linda Allen. The university phone number is 417-865-2815.
Charitable Gift Donation to Evangel University

Letter of Authorization for DTC Transfer

Date:
Donor Name & Address:
Account Number:

To Whom it May Concern,
We would like to make a charitable donation to Evangel University of ____ shares of ______________ stock currently held in our account. These ____ shares were originally deposited into our account on certificate dated ______________.

In accordance with our directive, please complete the following transfer of shares:

**Client Name** (Donor Name):
**Brokerage:**
**Account Number:**

Stock positions via the Depository Trust Company (DTC)
**Stock Name and Ticker:**

**Into the following account:**
**Client Name:** Evangel University
**Receiving Firm:** Morgan Stanley
**Account #:** 295-709044-519
**DTC #:** 0015

If you have any questions regarding this transfer you may contact me at __________.

Sincerely,

_________________________________________  Dated

_________________________________________  Dated

Please send copy to: Linda Allen, Evangel University, 1111 N. Glenstone, Springfield, MO, 65802, Email: AllenL@Evangel.edu, Phone: 417-865-2815 ext. 7314