Date

Your Broker’s Name  
Brokerage Firm’s Name

Brokerage Firm’s Address

Dear (Broker):

I, (donor’s name), authorize you to transfer \_\_\_\_\_\_\_\_\_\_\_\_\_\_(number of shares) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and ticker of stock) from my account, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(brokerage account number). Please transfer these shares to the University of Central Missouri Foundation. The UCM Foundation’s account information and transfer instructions are as follows:

* **DTC ELIGIBLE SECURITIES**

The Commerce Trust Company

Participant # 2170, ID #26447, Agent #26388

FBO: UCM FDN-GIFTS #PA/69-0021-06-8

* **PHYSICAL CERTIFICATE**

**OVERNIGHT OR REGULAR MAIL**

The Commerce Trust Company

ATTN: Amy Pieper

922 Walnut St., Mail Stop TBMZ-1

Kansas City, MO 64106

Please contact Amy Pieper at The Commerce Trust Company, 816-234-2883, with the following information:

* Broker’s name and phone number
* Donor’s name and phone number
* Name and ticker of the stock transferred
* Number of shares being transferred

If you have any questions about this transaction, call (donor’s name) at (donor’s phone number).

Thank you for your prompt attention to this matter.

Sincerely,

(Donor’s name)

Cc: The Commerce Trust Company

ATTN: Amy Pieper

922 Walnut St., Mail Stop TBMZ-1

Kansas City, MO 64106