Dear University of Pennsylvania Benefactor:

Thank you very much for making a gift of securities to the University of Pennsylvania.

If the physical stock certificate is registered in the donor’s name, please forward the following to Penn:

Mail in a certified (or Fedex/UPS) envelope:
1. Physical stock certificate without any endorsement or assignment

Mail in a separate, regular envelope:
2. Executed (signed) stock power endorsed in blank
3. Short letter from the donor to University stating purpose of the gift.

If the physical stock certificate has been re-registered in the University’s name, please forward the following to Penn:

Mail in a certified (or Fedex/UPS) envelope:
1) Physical Stock certificate without any endorsement or assignment.
2) Short letter from the donor to University stating purpose of the gift.

We will mail you these pre-addressed, pre-paid envelopes with the stock power. Contact Jean Suta at 215-898-7254.

________________________________________________________________________

IRREVOCABLE STOCK OR BOND POWER

For Value Received, the undersigned does (do) hereby sell, assign and transfer to ________________________________

If Donating Stock,
Complete This Portion

shares of the stock of
represented by Certificate Number (s) ___________ inclusive, standing in the name of the undersigned on the books of said Company.

If Donating Bonds,
Complete This Portion

__________________ bonds of
in the principal amount of $ ___________ Number (s) ___________ inclusive, standing in the name of the undersigned on the books of said Company.

The Undersigned does (do) hereby irrevocably constitute and appoint __________________________________________ attorney to transfer the said stock or bond(s), as the case may be, on the books of said Company, with full power or substitution in the premises.

Important: The signature(s) to this power must correspond with the name(s) as written upon the face of the certificate(s) or bond(s) in every particular without alteration.

Title Which Appears on Certificate ➔ PERSON(S) EXECUTING THIS POWER SIGN(S) HERE

Title Which Appears on Certificate ➔ PERSON(S) EXECUTING THIS POWER SIGN(S) HERE

Dated ___________