

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