

Point Park University
Office of Development and Alumni Relations
Making a Gift of Stock
December 2016

To make a gift of stock to Point Park University, please take the following steps:

For Electronic Transfers

1. Contact personal stockbroker or financial advisor to authorize the stock transfer. Provide broker with the University's tax ID number 25-1094922. Provide broker with the University's account information shown below:

Charles Schwab

Point Park University Account Number:	18216300
DTC Number:	0164, Code 40
Charles Schwab Contact Person:	Mark Ambrose (default contact) Phone: 412-803-4507 412-803-4500 (Pittsburgh office) 800-435-4000 (Schwab call center)

2. Contact the Office of Development and Alumni Relations notifying the department of donor's intent to make a gift of stock. Contact information:

Sarah Myksin, Director of Alumni Relations & Interim Director, Annual Giving
Phone: 412-392-4750 Mobile: 413-896-1572 Fax: 412-392-4797 Email: smyksin@pointpark.edu

Transferring Stock Certificates

1. Donor must sign certificates.
2. Donor must execute an "Irrevocable Stock or Bond Power" (copy available from the Office of Development and Alumni Relations).
3. Donor must execute and have notarized a "Third Party Release Form" (copy available from the Office of Development and Alumni Relations).
4. Donor must send, messenger or deliver certificates with both release forms executed to: Point Park University, Office of Development and Alumni Relations, 201 Wood Street, Pittsburgh, PA 15222.

Please be aware of the University's policy that stock received as a charitable contribution is sold at the earliest possible opportunity.