



26 E. Main Street
Norton, Massachusetts 02766-2322
508-286-8200
wheatoncollege.edu

Gift Annuities

Broker Delivery Instructions to State Street Global Advisors (SSgA)

1) **In advance of transfer for all securities, please complete steps a and b below:**

a. **Confirm details of gift** by fax, e-mail, or phone, with:

Michelle Kovach

Director of Gift Planning

Phone (508) 286-3459 / Fax (508) 286-8274

E-mail: kovach_michelle@wheatoncollege.edu

- Donor name
- Name of stock
- Number of shares

AND

b. **Call, then fax**, the following to:

Tim Morrison at SSgA

Phone: (617) 664-4631 / Fax: (617) 204-0526

- Donor name
- List of securities and number of shares with CUSIP numbers being transferred
- Appropriate Wheaton account # to apply transaction to (see below)
- Your DTC Broker number

2) **Based on the type of instrument to be used to fund the gift annuity, please see the specific instructions below:**

DTC eligible securities:

State Street Bank and Trust Company

One Lincoln Street, 24th Floor

Boston, Massachusetts 02111

DTC ID #987

FFC Acct: 52-040992 Wheaton College Gift Annuity Fund

Federal Reserve Securities:

Federal Reserve Wire (Treasury Notes, Bills, Etc.)

STATE STREET BOS/SPEC/BJ50/FFC

Acct: 52-040992 Wheaton College Gift Annuity Fund

Routing #011000028 (Free Delivery)

Physical securities and Checks:

State Street Bank and Trust Company

Attn: Charitable Asset Management

C/O Tim Morrison

One Lincoln Street, 24th Floor

Boston, Massachusetts 02111

Acct: 52-040992 Wheaton College Gift Annuity Fund

Mutual Funds – Non DTC**

Hunter & Co f/b/o Wheaton College

State Street Bank and Trust Co. (W-9 Enclosed)

Attn: Theresa Raymond

P.O. Box 9242

Boston, MA 02209

Note: Please instruct the mutual fund company to re-register the shares in to the name of Wheaton College.

Wire: (Do not wire less than \$500)

State Street Bank and Trust Company

Attn: Charitable Asset Mgmt Services

C/O Tim Morrison

One Lincoln Street, 24th Floor

Boston, Massachusetts 02111

ABA#011000028

To credit DDA A/C #5673-032-8

Acct: 52-040992 Wheaton College Gift Annuity

PTC eligible securities:

SSFND/BJ50/FFC A/C #52-040992 Wheaton College Gift Annuity Fund

** (A current Statement or certificate is to be provided to State Street, along with instructions, as to the payment of dividends and capital gains.)