

## East Tennessee State University Foundation

Office of University Advancement

PO Box 70721

Johnson City, TN 37614

## Electronic Stock Transfer Instructions

**Thank you for considering a stock gift to ETSU!**

- It is very important to notify ETSU (**423-439-5722**) of the impending transfer. The University must know the name of the stock, the number of shares, the name of the donor, and the designation of the gift in order to credit the gift properly. Please contact **Beth Wiley** ([wileybc@etsu.edu](mailto:wileybc@etsu.edu)) with this information.
- Stocks can be transferred electronically with the following information:

Official Name: East Tennessee State University Foundation

Tax ID Number: 23-7092731

Receiving Brokerage: **Raymond James Financial Services, Inc.**

Address: Citizens Bank

Address: 3028 Peoples Street

Address: Johnson City, TN 37604

Contact: Janice Renfro or Peter Cholerton

Phone: 423-928-8361

**DTC#: xxx, Account Number: Call for Number**

**Please remember to contact the Advancement Office or Beth Wiley at 423-439-5722, [wileybc@etsu.edu](mailto:wileybc@etsu.edu), to notify the Foundation of your intended gift of stock.**

**Thank you for considering a gift to ETSU!**