

*Sample broker stock transfer authorization letter*

Date \_\_\_\_\_

Name of Broker/Bank \_\_\_\_\_

Address \_\_\_\_\_

To Whom It May Concern:

This letter will serve as official authorization to transfer \_\_\_\_\_ shares of \_\_\_\_\_ stock from my account number \_\_\_\_\_ to Baker & Co., RBC Dain Correspondent Services, **DTC # 0235, Account Number 82502918**, for credit to Oberlin College, for \_\_\_\_\_ designation. Please include my name on the transfer to ensure proper gift credit by Oberlin. For any additional information, you may call the Office of Gift Planning 440-775-8599. Please send a copy of the confirmation to Oberlin College, Office of Gift Planning, 50 West Lorain Street, Oberlin, OH 44074; or fax: 440-775-8936; or email: gift.planning@oberlin.edu.

Sincerely,

YOUR NAME & SIGNATURE