

**INSTRUCTIONS FOR DTC TRANSFER OF SECURITIES  
TO THE UNIVERSITY OF NOTRE DAME**

To transfer securities to the University of Notre Dame via DTC, please use the following instructions:

DTC #0164, Code 40

University of Notre Dame Charles Schwab Account No. 8992-3609

Donor Name & Address: \_\_\_\_\_

**In order to promptly and accurately credit a security gift to the appropriate donor, it is essential that the transfer instructions include the donor's name and address. Without this information we are occasionally unable to identify the donors of certain securities.**

In order to determine if a security gift is to be an unrestricted gift or to be applied to a specific use or purpose, please contact Stacy Koebel-Harder in our Development Office at (574) 631-5546 or e-mail her at [Stacy.Koebel.1@nd.edu](mailto:Stacy.Koebel.1@nd.edu).

If your broker requires further information, he or she should contact a Controller Office representative or:

Charles Schwab & Co., Inc.  
137 North Meridian Street  
Indianapolis, IN 46204  
(800) 217-2421 or (317) 634-2484

Notre Dame Controller Office Contacts are:

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