



Foundation

## Instructions to Electronically Transfer Securities or Cash

### DTC Electronic Transfer of Securities

Key Bank National Association /CLE/ Cleveland, Ohio  
DTC #2205  
Account # 20-24-200-0210902  
Reason code: 40  
FBO Kent State University Foundation, Inc.

ATTN: Sandra L. Kubit  
Phone: 216-689-5973

### Wire Transfer of Cash Gifts

Key Bank / Cleveland, OH  
ABA # 041001039  
Account Name: KSUF – SHORT TERM POOL  
Trust Operations Acct # 5064  
FFC Kent State University Foundation  
Account # 20-24-200-0210902

ATTN: Sandra L. Kubit  
Phone: 216-689-5973  
For International Wire Transfers, please use Swift Code KeyBus33

### Stock Certificates

If you wish to make a donation of physical securities, please contact Jordan Brace at the Foundation. His information is listed below. If unavailable, please contact Sandra Kubit, listed above.

**Please notify Jordan Brace at the Kent State University Foundation as soon as a wire/DTC transfer is initiated.** This will expedite the proper recording and acknowledgement of the transfer.

Alternately, you may instruct your broker/agent to send a letter or email to the KSU Foundation to confirm the transfer. The letter or email should indicate the donor's name and address, security description and quantity, and the donor's purpose or intent of gift.

### CONTACT INFORMATION

Kent State University Foundation  
Jordan Brace  
P.O. Box 5190  
Kent, Ohio 44242  
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