Date

Your Broker’s Name
Brokerage Firm’s Name

Brokerage Firm’s Address

Dear (Broker):

I, (donor’s name), authorize you to transfer \_\_\_\_\_\_\_\_\_\_\_\_\_\_(par value) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and ticker of bond) from my account, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(brokerage account number). Please transfer these shares to the University of Central Missouri Foundation. The UCM Foundation’s account information and transfer instructions are as follows:

* **DTC Eligible – Corporate or Municipal**

The Commerce Trust Company

Participant # 2170, ID #26447, Agent #26388

FBO: UCM FDN-GIFTS #PA/69-0021-06-8

* **Federal Reserve System – Treasury, Agency, or GNMA Settlement**

Federal Reserve Bank of Kansas City

COMM BK KC/TRUST

ABA Routing #101 0000 19

Receiving Bank Code 1050

FBO: UCM FDN-GIFTS #PA/69-0021-06-8

Please contact Amy Pieper at The Commerce Trust Company, 816-234-2883, with the following information:

* Broker’s name and phone number
* Donor’s name and phone number
* Name and ticker of the bond transferred
* Par value being transferred

If you have any questions about this transaction, call (donor’s name) at (donor’s phone number).

Thank you for your prompt attention to this matter.

Sincerely,

(Donor’s name)

Cc: The Commerce Trust Company

ATTN: Amy Pieper

922 Walnut St., Mail Stop TBMZ-1

Kansas City, MO 64106