



INSTRUCTIONS FOR TRANSFERRING STOCKS & MUTUAL FUNDS

******NEW STOCK TRANSFER INSTRUCTIONS 2024******

To ensure The Cal Poly Pomona Philanthropic Foundation can identify and acknowledge your gift properly, please contact us first at **(909) 869-3419, Daniele LeCesne** prior to sending your gift and use the delivery instructions outlined below:

Depository Trust and Clearing Corporation (DTC) Eligible Securities

Use these instructions for stock donations:

Electronic Transfer to:	Goldman Sachs DTC #0005
Account Name:	Cal Poly Pomona Stock Brkg
Account #:	027-63191-0

Delivery of Mutual Funds to Citibank

A representative from Goldman Sachs will assist in creating a house account number if one has not already been created. A house account number is a fund-specific account number. Once the mutual fund house account number has been determined, the back-office service team can then set up the transfer to:

Account #:	3073-67526
Account Name:	Goldman Sachs

For further credit to:	
Account #:	027-63191-0
Account Name:	CAL POLY POMONA STOCK BRKG

Cal Poly Philanthropic Foundation Accounting Instructions:

After the gift stock and/or mutual fund has been transferred to the gift stock account, please be sure to notify Goldman Sachs by reaching out directly to the current analyst.

Goldman Sachs will sell the gift stock/mutual fund and send the proceeds to the Cal Poly Pomona Philanthropic Foundation. Additionally, Goldman Sachs will provide the high, low, average, and final proceeds for the gift stock once the sale settles.