



To Whom It May Concern:

In order to transfer a mutual fund to the University of Kentucky a shell account will need to be set up at the fund company where your shares are held. Our custodian bank, Northern Trust, will complete this process on behalf of the university.

To facilitate this process, please complete the mutual fund transfer information below and send by mail, fax or e-mail to:

UK Office of Philanthropy  
ATTN: Jamie Risen, Associate Director of Gift Receiving  
210 Malabu Drive Suite 200, Lexington, KY 40502 Fax#:  
(859) 323-9881  
E-mail address: [jamie.risen@uky.edu](mailto:jamie.risen@uky.edu)

If you have any questions or need additional information, please contact Jamie Risen by phone at (859) 257-4761, or toll-free at (800) 875-6272.

Sincerely,

UK Office of Philanthropy

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Today's Date: \_\_\_\_\_

Mutual Fund Name: \_\_\_\_\_

Symbol: \_\_\_\_\_

CUSIP #: \_\_\_\_\_

Number of Shares or \$\$ Amount: \_\_\_\_\_

Name of Shareholder: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_

Donor Name(s): \_\_\_\_\_

Gift Designation: \_\_\_\_\_