



# BIOLA UNIVERSITY

Trusts, Investments & Estate Services (TIES) Department  
562-903-4780  
Federal Tax ID# 95-0549600

## Stocks, Bonds & Securities

The instructions below describe the information necessary to donate (transfer) stocks, bonds or securities to Biola University.

Biola University maintains accounts with TD Ameritrade and UBS (specific account information is found below). When a transfer is initiated, it is very important that you notify Biola University directly that you are making a gift.

**Please send notification to:**

Alison Arcadi  
TIES Department, Biola University  
13800 Biola Avenue; La Mirada, CA 90639  
Phone: 562-903-4780; Fax: 562-903-4748  
E-Mail: alison.arcadi@biola.edu

**Please include in your letter, fax or e-mail the following information:**

1. Your name and address
2. The name of the security and the number of shares you are donating
3. The designation (if any) of your gift (e.g. Biola Scholarship Fund, School of Business, etc.)

## Electronic Donations

### **TD Ameritrade**

**DTC clearing #0188**  
**Account #190-253690; Biola University, Inc.**

### **UBS**

**DTC clearing #0221**  
**Account #KF47298; Biola University, Inc.**  
Biola's broker, Phil Nesbitt, can be reached at 714-256-5400 to assist with any donations to Biola's UBS account.

## Stock Certificates

If you have possession of the actual stock certificates, you may mail or deliver them to:

Alison Arcadi  
TIES Department, Biola University  
13800 Biola Avenue  
La Mirada, CA 90639

Under Separate Cover please also send properly endorsed stock power forms to authorize Biola to negotiate the certificates. *It is best not to sign over the stock certificates to Biola for security and processing reasons.* For questions regarding the completion of stock power forms, please contact Alison Arcadi at 562-903-4780 or Phil Nesbitt, Biola's UBS broker at 714-256-5400.