



## Transfer Delivery Instructions For Stocks, Mutual Funds, EFTs, ACH Transfers, and Cash

Please notify Wittenberg's Office of Philanthropy and Alumni Engagement by phone (937-327-7430) or email at [wittfund@wittenberg.edu](mailto:wittfund@wittenberg.edu) to provide donor name and stock details. Several brokers do not provide this information, which makes it difficult to identify the donor and could delay gift processing and tax receipting.

### Park National Bank Delivery Instructions

Stocks, Bonds, and Eligible Securities	Open-End Mutual Funds
<p>The Northern Trust Company (DTC #2669) Park National Bank, Custodian Acct #17-88268 FBO: <b>Wittenberg University Gift Account: A1578-1</b></p> <p><b>Please include Wittenberg University and donor name.</b> If you have any questions, please contact us at <a href="mailto:wittfund@wittenberg.edu">wittfund@wittenberg.edu</a> or 937-327-7430.</p>	<p>We use <b>Matrix Financial Solutions</b> to process mutual fund transfers. You will need to contact us directly to obtain the specific account information needed to transfer your mutual fund. <b>ACAT # 5954</b></p> <p>Please email: <a href="mailto:NewAccounts@ParkNationalBank.com">NewAccounts@ParkNationalBank.com</a></p> <p>Brenda Brown: Phone 740-349-0459 Sheila Harbison: Phone 937-547-2612</p>
EFT, ACH, or Cash Deliveries <i>Cash deliveries can be wired or mailed by check.</i>	
<p><b>Wire to:</b></p> <p>Park National Bank Routing ABA # 044101305 GL Account # 0680100598 Attn: Trust Department FBO: <b>Wittenberg University Gift Account: A1578-1</b></p>	<p><b>Mail to:</b></p> <p>The Park National Bank Attn: Trust Department 50 North Third Street - PO Box 3500 Newark, OH 43058-9983 FBO: <b>Wittenberg University Gift Account: A1578-1</b></p>
Government or Agency Issues	Money Market Mutual Funds
<p>Through Fed Chicago Northern Chgo / Trust ABA Routing # 0710-0015-2 FAO # 17-88268, Park National Bank</p>	<p><b>Please redeem.</b> Send proceeds using the EFT, ACH, or Cash Deliveries instructions above.</p>

**OFFICE OF PHILANTHROPY AND ALUMNI ENGAGEMENT**

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