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 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
The Northern Trust Company (DTC #2669) Park National Bank, Custodian Acct #17-88268 FBO: **Wittenberg University Gift Account: A1578-1** **Please include Wittenberg University and donor name.** If you have any questions, please contact us at wittfund@wittenberg.edu or 937-327-7430.	We use **Matrix Financial Solutions** to process mutual fund transfers. You will need to contact us directly to obtain the specific account information needed to transfer your mutual fund. **ACAT # 5954** Please email: NewAccounts@ParkNationalBank.com Brenda Brown: Phone 740-349-0459 Sheila Harbison: Phone 937-547-2612

EFT, ACH, or Cash Deliveries ***Cash deliveries can be wired or mailed by check.***	
Wire to:	**Mail to:**
Park National Bank	The Park National Bank
Routing ABA # 044101305	Attn: Trust Department
GL Account # 0400194	50 North Third Street - PO Box 3500
Attn: Trust Department	Newark, OH 43058-9983
FBO: **Wittenberg University Gift Account: A1578-1**	FBO: **Wittenberg University Gift Account: A1578-1**

Government or Agency Issues	Money Market Mutual Funds
Through Fed Chicago Northern Chgo / Trust ABA Routing # 0710-0015-2 FAO # 17-88268, Park National Bank	**Please redeem.** Send proceeds using the EFT, ACH, or Cash Deliveries instructions above.

OFFICE OF PHILANTHROPY AND ALUMNI ENGAGEMENT
937-327-7430 | www.wittenberg.edu/giving | wittfund@wittenberg.edu
Mailing Address: Post Office Box 720, Springfield, OH 45501-0720

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