

**SIENA HEIGHTS UNIVERISTY**  
**TIN # 38-1366958**

1. Donors who wish to make a gift to Siena Heights University by the **transfer of stock from one broker to the University's broker** should follow the instructions below:

Mailing Address: Harry "Dusty" Steele  
Raymond James Financial  
121 East Maumee Street  
Adrian, Michigan 49221

Phone Number: 517/266-9224

SHU Account: 85966134

DTC Number: 0725

"Deliver to DTC 0725, for Siena Heights University, account number 85966134."

2. Donors who wish to **mail certificates or bring in stock certificates** should follow the instructions below:

- Sign and date the reverse of each stock certificate on the signature line.
- Complete and sign the attached transfer memo addressed to Harry "Dusty" Steele at Raymond James Financial.
- Send the certificates and memo by certified mail to Raymond James Financial or bring the certificates and memo to Siena Heights University at the address below:

Siena Heights University  
1247 East Siena Heights Drive  
Adrian, MI 49221

Questions may be directed to:

Jennifer Brooket, CFRE, '06, '10  
Vice President of Advancement  
Office: 517-264-7146  
Mobile: 517-673-3051  
Email: [jbrooket@sienaheights.edu](mailto:jbrooket@sienaheights.edu)