



Baptist Theological Seminary at Richmond
Michael Strader, Vice President of Advancement
8040 Villa Park Drive, Suite 250
Richmond, VA 23228
(804) 204-1211
mstrader@btsr.edu

BTSR Stock Transfer Instructions

To transfer securities to Baptist Theological Seminary at Richmond (BTSR), please instruct your broker to transfer the desired shares to BTSR at Union First Market Bank.

BTSR DTC participant #992. Please see the following page for additional information and instructions.

Our local investment advisor is:

Brian Adams
Union First Market Bank
3900 Westerre Pkwy, Suite 201
Henrico, VA 23233
1-800-990-4828
Brian.Adams@bankatunion.com

As you may know, BTSR's policy is to liquidate donated securities as soon as they are received. However, because of the way the securities industry processes transfers, the transferring (donor's) broker does not always inform BTSR's broker of the transfer itself, the identity of the donor, or the donor's intended use(s) of the gift. Accordingly, please let me know in advance of any securities transfers and I will ensure that our broker receives proper instructions. Such advance notice can help us process stock transfer transactions in a timely manner, and can also help ensure that the resulting funds are properly credited and allocated.

It would be a great help for me to know the name of the security, the number of shares being transferred, approximately when the transaction will take place, and your intended use(s) of the gift (e.g. Annual Fund, Capital Campaign, specific named scholarship, etc.). You can call or email me at the following:

Michael Strader
BTSR Vice President of Advancement
8040 Villa Park Drive, Suite 250
Richmond, VA 23228
Office: (804) 204-1211 // Cell: (336) 420-3132
mstrader@btsr.edu

Thank you again for your support of BTSR! Please let me know if you have any questions.

Sincerely,

Michael Strader
Vice President of Advancement



Union Bank & Trust

Free Delivery Instructions – BMO Harris Bank, N.A.

UNION Account Number: **64-0009-01-5**

UNION Account Name: **Baptist Theological Endow Fund**

Free Delivery Instructions

<p>DTC Eligible BMO Harris Bank N.A. / Trust Participant #992 F/B/O Union Bank & Trust #74-2043-01-1 F/C: (64-0009-01-5) Free Deliveries: 75- (64-0009-01-5)</p> <p>*ACATS Eligible Free Delivery/Receipts Contact: #414-815-3729 Settlement Contact: #414-815-3518</p>	<p>FED BOOK-ENTRY SECURITIES (FRB-CHICAGO) BMO Harris Bank N.A. ABA: 071000288 Ref A/C #: BMO Harris Bank N.A. MILW TR /1050 F/B/O Union Bank & Trust #74-2043-01-1 F/C: (64-0009-01-5) Free Deliveries: 75- (64-0009-01-5)</p>	<p>COST BASIS TRANSFER REPORTING Contact: Email: cbrs@bmo.com FAX #: 414-212-9793</p> <p>Security Movement and Control: 414-815-3824 Mutual Funds: 920-497-5205</p> <p>Send to: BMO Harris Bank N.A. Attn: SMAC Department 11270 West Park Place Suite 400 Milwaukee, WI 53224</p>
<p>Physical/New York Hand-Delivered (Physical Private Placement) The Bank of New York One Wall Street-3rd Floor Window A New York, NY 10286 Reference A/C Number: 032214 F/B/O Union Bank & Trust #74-2043-01-1 F/C: 75 – (64-0009-01-5)</p>	<p>Foreign Securities The Bank of New York Contact: BMO Harris Bank N.A. Settlement Department (414) 815-3847</p> <p>F/B/O Union Bank & Trust #74-2043-01-1 F/C: 75 – (64-0009-01-5)</p>	<p>Residual Income PO Box 3142 Milwaukee, WI 53201 F/C: 75 – (64-0009-01-5)</p> <p>All Other Securities Union Bank & Trust - Wealth Management 3900 Westerre Parkway, Suite 201 Henrico, VA 23233 F/B/O Union Bank & Trust #74-2043-01-1 F/C: (64-0009-01-5)</p>

Cash Balances

Via Wire: BMO Harris Bank N.A
ABA: 071000288
111 West Monroe, Chicago, IL 60603
DDA Account #: 18316771
International Wires -SWIFT #: HATRUS44
DDA Name: Union Bank & Trust
F/C: [Baptist Theological - 64-0009-01-5]

Via ACH: BMO Harris Bank N.A
ABA 071000288
DDA Account #: 183-16771
F/B/O Union Bank & Trust #74-2043-01-01
F/C: (64-0009-01-5)
11270 West Park Place Suite 400
Milwaukee, WI 53224

Mutual Funds Registration Instructions

PLEASE CONTACT BMO HARRIS BANK N.A. - MUTUAL FUND DEPARTMENT
AT: # 920-497-5274 TO COORDINATE TRANSFER.

***ACATS Eligible**