Broker Name

Address

To Whom It May Concern:

Please transfer via DTC, as a gift to Buena Vista University,

\_\_\_\_\_\_ shares of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from our/my Account #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to:

DTC #0793

Buena Vista University

Account # 3998-0037

Tax ID #42-0680404

Stifel Nicolaus

304 E. 5th Street

Storm Lake, IA 50588

If you need additional information to complete this transfer, please contact Matt Phillips, the University’s Stifel representative at 712.732.2663.

Thank you in advance for your prompt attention to these instructions.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

Signatures guaranteed (may or may not be, please check with your broker)

Cc: BVU Business Office and Development Office