

How to fill out a Stock/Bond Power

The purpose of a Stock/Bond Power form is to deposit stocks or bonds in an account at a clearing firm so they can be sold at some point in the future. To get the certs deposited at Pershing, a client needs to fill out a Stock/Bond Power or sign and date the back of the actual Stock or Bond certificate. Harbour strongly recommends using a Stock/Bond Power form rather than signing the certificate because if a mistake is made, the client can just sign a new Stock/Bond Power, but you can't just print off a new certificate. So how do you fill out a Stock/Bond Power?

1. First, you can use one Stock/Bond Power for up to 4 certificates that have the same CUSIP number.
2. Fill in the Social Security number in the **Social Security or Taxpayer Identifying No.** box then write the account number the certificate(s) are being deposited into in the box to the left of **Social Security or Taxpayer Identifying No.** box.
3. Add up the number of shares listed on the certificate(s) and fill in that number in the **Shares** box.
4. Fill in the box for the type of **Stock** being deposited. Usually this will be "Common" but there are times that this could be "Preferred". The type of stock will be listed on the certificate.
5. The next box you'll fill in the name of the company listed on the certificate(s).
6. Fill in up to 4 of the Certificate numbers. This is usually listed in the top left corner of the certificate(s).
7. Skip the **"If Bonds, Complete This Portion"** section.
8. Fill in "Pershing" as **Attorney** depending on which clearing firm the account is held at.
9. Client(s) sign in the capacity and/or as their name(s) are listed on the certificate(s). For instance, for a Trust account you would put "TTEE" after the trustee's signature or "Administrator" or "Executor" behind their name for an Estate account.
10. Attach the Stock/Bond Power to the certificates and forward them directly to Pershing.

A stock power is not needed if the client sends the stock cert back to the stock's designated transfer agent and then transfers them to Pershing with a Transfer form (this method may avoid additional fees charged by Pershing to deposit them directly at Pershing).