



# How to Transfer Assets from Morgan Stanley to Fidelity Investments

To initiate a transfer of assets from Morgan Stanley to Fidelity Investments, please review the two options outlined here. If you need assistance, call a Fidelity Stock Plan Services representative at 800-544-9354.

## Option 1: Initiate a Transfer of Assets from Morgan Stanley to Fidelity

1. Complete and submit the Morgan Stanley *Letter of Authorization for Stock Transfer*, which can be found on the Morgan Stanley website at <https://www.stockplanconnect.com/forms/5738-SPS.pdf>.
2. When filling out the form, please be aware of the following key information:
  - a. Under Company Name, check **Restricted Stock** as the Plan Type.
  - b. In the Part II – Instructions section, Fidelity's **4 Digit DTC Number** is **0226**.
  - c. To find your Fidelity Account® number, log in to [NetBenefits.com](https://www.netbenefits.com). Under *Investment Accounts*, you will see your individual brokerage account information. The account number is nine digits and typically begins with a letter (X, Y, or Z), followed by eight numbers.
  - d. Be sure to include a photocopy of your driver's license or government ID with the form.
3. Mail or fax the form to Morgan Stanley, according to the instructions on the form. Morgan Stanley will reach out to you by phone once they receive your completed paperwork to complete a verbal verification process of your request.
4. Allow 7 to 10 business days for Morgan Stanley to process your request once received. Call Morgan Stanley at 800-367-4777 if you have questions about completing the form.

For more information about your cost basis information, please refer to “How to Change Your Cost Basis Information” at the end of this document.

## Option 2: Initiate a Transfer of Assets at [Fidelity.com/toa](https://www.fidelity.com/toa)

If you would like to initiate a transfer of assets through the Fidelity website, follow these steps:

1. Go to [Fidelity.com/toa](https://www.fidelity.com/toa). Click *Start a New Transfer*, then log in.
2. In the *Firm Name* field, enter *Morgan Stanley Global Stock Plan Services*.
3. Enter your *Morgan Stanley Account Number*.
  - a. Please note the Information Icon to complete and include Morgan Stanley Letter of Authorization Share Transfer request form and a copy of your Driver's License later in the process.
4. Select an *Account Type*; Fidelity recommends choosing *Brokerage - Individual*.
5. Next, you are prompted to *Choose Your Account* where the transfer of assets will settle. Select the individual brokerage account being used to hold your stock plan awards.
6. Select *Yes* or *No* for *Transfer All Account Assets*.

If *No*, you will need to provide the Security Type, Position, Symbol, Fund Name, CUSIP, and Quantity.
7. Enter Morgan Stanley's Stock Plan Services address and phone number:  
Morgan Stanley, Global Stock Plan Services, PO Box 182616, Columbus, OH 43218-2616. Contact Center Phone: 1-800-367-4777
8. When prompted to upload a copy of an account statement, please upload the copy of Morgan Stanley's required *Letter of Authorization for Stock Transfer*, which can be found on the Morgan Stanley website at <https://www.stockplanconnect.com/forms/5738-SPS.pdf>.

When filling out the form, please be aware of the following key information:

- a. Under *Company Name*, check **Restricted Stock** as the Plan Type.
  - b. In the Part II – Instructions section, Fidelity's **4 Digit DTC Number** is **0226**.
  - c. Your account number is nine digits and typically begins with a letter (X, Y, or Z), followed by eight numbers.
  - d. Be sure to include a photocopy of your driver's license or government ID with the form.
9. Review the information you provided on Fidelity's site and select *Submit*, once it is in good order.

10. Sign and submit the request. Please be sure you've uploaded the Morgan Stanley Letter of Authorization Share Transfer request form along with a copy of your driver's license on the previous screen otherwise your request will Not be In Good Order. Once your form is received by Fidelity and if in good order, the transfer of assets should take five to seven business days to complete. *\*\*Please note, a request for additional documentation may be required.*

## How to Change Your Cost Basis Information for Both Options

When you transfer shares from Morgan Stanley or any other outside broker to your Fidelity Account, the transferred shares, if purchased before January 1, 2011, will not include their original cost basis. To understand more about what cost basis is and how to update it on the transferred shares once at Fidelity, visit [How to Change Your Cost Basis Information](#) on Fidelity's website.

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Fidelity Brokerage Services LLC, Member NYSE, SIPC 900 Salem Street, Smithfield, RI 02917

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