

Asset Delivery Instructions

STOCK HELD BY BROKER

Overlake Hospital Foundation accepts shares of common stock. Closely held stock will be accepted on a case by case basis. Most shares of stock held by a broker are eligible for delivery through the Depository Trust Company (DTC).

To transfer shares, please direct your broker to deliver to one of our bank custodians as follows:

	Morgan Stanley Smith Barney		Merrill Lynch
DTC	418	DTC	5198
Acct #	854-1670C-15-112	Acct #	28196041
Contact	Naomi Kim	Contact	Mark Pederson
Phone	(425) 453-4784	Phone	(425) 468-1209
Fax	(425) 453-3467	Fax	(425) 354-5234
Address	411 108th Ave NE #1600 Bellevue, WA 98004	Address	601 108th Ave #2100 Bellevue, WA 98004

The value of a gift of readily marketable stock is the mean between the high and the low share price on the day the stock is received into one of the above accounts.

Please note: A donor's instructions to a broker to transfer stock are not sufficient to complete the gift. For DTC transfers, the date of gift is the date that DTC actually transfers your stock to a Foundation account.

Please contact Robin Webster at 425-688-5061 or robin.webster@overlakehospital.org prior to asset delivery. Alternatively, you may provide us with a copy of instructions to your broker via fax at 425-688-5642 prior to transfer to inform us which stock is being transferred, how many shares and the project to which it will be credited.

OTHER TYPES OF GIFTS

For instructions on cash wires or transfers, mutual funds, physical delivery and other types of gifts, please contact Robin Webster at 425-688-5061 or robin.webster@overlakehospital.org.

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VALUATION OF CONTRIBUTED GIFTS

The value of a gift of securities is the fair market value on the date of transfer.

The fair market value of the gift is the mean between the highest and lowest selling prices on the transfer date for stock and the net asset value on the transfer date for mutual fund shares.

The transfer date is:

- a. The date on the postmark when a fully executed stock power form and stock certificate are mailed.
- b. The date of receipt when a fully executed stock power form and stock certificate are hand-delivered to Overlake Hospital Foundation or its agent.
- c. The transfer date indicated on the broker's confirmation notice when stock or mutual fund shares are electronically transferred from your brokerage account to Overlake Hospital Foundation's account. (Note that the date of transfer is not the date you submit the request to your broker, but rather the date the transaction is completed.)
- d. The date on the certificate when the stock is registered in the name of Overlake Hospital Foundation.
- e. The date Overlake Hospital Foundation's ownership is recorded by the fund company when mutual fund shares held in book entry are transferred.