

## **ASSET DELIVERY INSTRUCTIONS**

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### **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 our bank custodian as follows:

#### **Merrill Lynch**

DTC            8862  
Account #    28196041  
Contact      Mark Pederson  
Phone        (425) 468-1209  
Fax            (425) 354-5234  
Address      601–108<sup>th</sup> Ave NE #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 the above account.

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 Julie Michelsen at [julie.michelsen@overlakehospital.org](mailto:julie.michelsen@overlakehospital.org) or 425-688-5522 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.