





KING COUNTY LIBRARY SYSTEM FOUNDATION

960 Newport Way NW  Issaquah, WA 98027  425-369-3448  www.kclsfoundation.org

Stock Transfer Instructions

Securities may be the best asset for you to give to The King County Library System

Foundation. Here are a few general guidelines:

- Please contact the KCLS Foundation before you begin the stock transfer with the estimated date of transfer, the stock ticker, and the number of shares being transferred.
- If you give appreciated securities that you have held for at least one year you can deduct the full fair market value (both the amount you paid for it and your gain).
- If you have the stock certificates in your possession, send the unendorsed stock certificates and a signed stock power (available from your broker) in separate envelopes to The King County Library System Foundation. The gift is complete as of the postmark date of the later envelope.
- If your broker holds the securities for your account, instruct the broker to electronically transfer the securities to King County Library System Foundation's account, using this information:

Receiving Account Name:	King County Library System Foundation-Stock Donations
Transfer Agent/Brokerage:	SEI Private Trust Company
DTC Number (ACATS Eligible):	2663
F/B/O:	Washington Trust Bank 20034-C
FFC:	001011780 King County Library System Foundation-Stock Donations
Comments (if Available):	Include Donor Name
Bank Contact:	Christine Benson
Phone:	425-467-1791
Email:	cbenson@watrust.com

If you have a question, please contact
Jessica Carso, Director of Donor Relations
jcbhuiyan@kclsfoundation.org or 425-369-3225