

## 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   | 10400 NE 4 <sup>th</sup> St Suite 2500<br>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 Carmen Nelson-Moore at [carmen.nelsonmoore@overlakehospital.org](mailto:carmen.nelsonmoore@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.