

## 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.
- 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:

Make stock payable to: King County Library System Foundation  
(Tax ID#: 91-1505230)

Transfer Agent/Brokerage: SEI Private Trust Company

DTC Number (ACATS Eligible): 2663

F/B/O Washington Trust Bank: 20034-C

Account Number: 61-9565-01-3

Bank Contact: Christine Benson  
Phone: 206-515-4787  
Email: [cbenson@watrust.com](mailto:cbenson@watrust.com)

**If you have a question, please contact  
Cindy Sharek, Director of Major and Planned Gifts  
[cjsharek@kcls.org](mailto:cjsharek@kcls.org) or 425-369-3225.**