



Asset Delivery Instructions

OPTION 1 – Stock Held by Broker

Seattle Foundation accepts shares of common stock with a minimum value of \$5,000. The minimum for acceptance of restricted Section 144 stock is \$25,000. 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:

Pershing, LLC
Address: One Pershing Plaza, Jersey City, NJ 07399
DTC #0443
For Credit to account #: N7M100103
Client account name: Seattle Foundation
Donor:

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 an account at Seattle Foundation. **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 transfers your stock to a Foundation account.

To ensure your gift is properly attributed, please ensure that the delivering broker includes your name. Additionally, please contact Seattle Foundation's Gifts Administrator at gifts@seattlefoundation.org or 206.622.2294 ext. 134 prior to transfer, to inform us which stock is being transferred, how many shares, name of the individual or organization to be credited, and the fund to which it will be credited. Alternatively, you may provide us with a copy of instructions provided to your broker at gifts@seattlefoundation.org.

OPTION 2 – Cash Wires or Transfers

The Bank of New York Mellon
500 Grant Street
Pittsburgh, PA 15258

ABA# 021000018
Account Number: 6962688400
Account Name: Seattle Foundation Cash

Please contact Seattle Foundation prior to transfer with name of fund to which it will be credited.

OPTION 3 – ACH Payments

Please contact Seattle Foundation's Gifts Administrator at gifts@seattlefoundation.org or 206.622.2294 ext. 134 for ACH instructions.

OPTION 4 – Personal or Business Check

Please address to Seattle Foundation with any designation or fund name in the memo line and mail to:

LB# 1069
Seattle Foundation
PO BOX 35146
Seattle, WA 98124-5146

For overnight deliveries by courier:

LOCKBOX SERVICES #1069
Seattle Foundation
18035 Sperry Drive
Tukwila, WA 98188

OPTION 5 – Treasury Notes

Treasury notes should be delivered to the Federal Reserve Bank in San Francisco for transfer to Seattle Foundation. The transfer should be made as follows:

ABA# 021-000-018

Bank of NY/Pershing
For Credit to account #: N7M100103
Client account name: Seattle Foundation

OPTION 6 – Mutual Fund Transfers

BNY Mellon Capital Markets accepts mutual fund gifts on a "Best Efforts" basis only. If there are difficulties initiating the mutual fund transfer, please email bnymcmgiftprocessing@bnymellon.com.

For donors who hold their account at a broker/dealer:

- Most Brokers – Dealers can deliver gifted mutual funds through a system called ACAT. The donor should supply their (delivering) broker with the DTC number and account number below:

DTC# 0443 Pershing, LLC
Account#: N7M100103
Client account name: Seattle Foundation

- A letter that the donor may use to process this request is included as Appendix A. The donor must contact the brokerage firm in order to obtain the directions on where to send the letter and whether a Signature Medallion Guarantee is necessary to process the transfer.

OPTION 6 – Mutual Fund Transfers (cont.)

For donors who hold their accounts directly with the Mutual Fund Company:

- In order for the mutual fund to be delivered, a BIN/ Fund account must be established at the fund by Pershing, our clearing broker. Please email bnymcmgiftprocessing@bnymellon.com to have the BIN/Fund account opened. This process can take at least 24 hours. Once the account has been established, the donor will instruct the Mutual Fund Company to move the shares from their account at the fund to the BIN/Fund account that was established. The Mutual Fund Ticker, Mutual Fund Cusip, estimated Share Amount or Notional Amount will be needed.
- A letter that the donor may use to process this request is included as Appendix B. The donor must contact the Mutual Fund Company to obtain the directions on where to send the letter and whether a Signature Medallion Guarantee is necessary to process the transfer.

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 Seattle 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 Seattle 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 Seattle Foundation.
- e. The date Seattle Foundation's ownership is recorded by the fund company when mutual fund shares held in book entry are transferred.

For instructions on physical delivery and other types of gifts, please contact Seattle Foundation's Gift Administrator at gifts@seattlefoundation.org or 206.622.2294 ext. 134.

Appendix A: Letter for Delivery from Fund

Date:

Mutual Fund Company

Street Name

City, State Zip

Mutual Fund Gift Transfer Letter of Authorization

Donor Account Name: _____

Donor Account Number: _____

To Whom It May Concern:

Please transfer the following mutual fund assets held in the above-named account to Pershing LLC per the attached instructions.

Ticker/ Symbol: _____

Fund Name: _____

Share/ Dollar Amount: _____

Please deliver these shares to Fund Account/ BIN Number _____

FBO _____

Should you have any questions or need any additional assistance, please email BNY Gift Processing at bnymcmgiftprocessing@bnymellon.com.

Sincerely,

Signature Medallion Guarantee

Appendix B: Letter for ACAT Deliveries

Date:

Brokerage Firm

Street Name

City, State Zip

Mutual Fund Gift Transfer Letter of Authorization

Donor Account Name: _____

Donor Account Number: _____

To Whom It May Concern:

Please transfer the following mutual fund assets held in the above-named account to Pershing LLC per the attached instructions.

Ticker/ Symbol: _____

Fund Name: _____

Share/ Dollar Amount: _____

Please deliver these shares to Fund Account/ BIN Number _____

FBO _____

Should you have any questions or need any additional information, please email BNY Gift Processing at bnymcmgiftprocessing@bnymellon.com.

Sincerely,

Signature Medallion Guarantee