

Japanese Garden Society of Oregon  
P.O. Box 3847  
Portland, OR 97208

## STOCK TRANSFER INSTRUCTIONS

### Electronic Transfer

If you have a brokerage account, ask your broker to electronically transfer the number of shares of unrestricted, publicly traded stock that you wish to donate to the Japanese Garden Society of Oregon. Please contact the Garden with the name of your stock and the number of shares that you are transferring so that we can properly acknowledge your gift and provide accurate income tax credit information regarding your contribution.

Stocks can be transferred electronically with the following information:

Official Organization Name: Japanese Garden Society of Oregon  
Tax Identification #: 93-0511171  
Receiving Brokerage Firm: **Charles Schwab**  
**Account #: 4101-9611**  
**DTC #: 0164**

Brokerage Address: 222 SW Columbia, Suite 100  
Portland, OR 97201  
1-800-435-4000

### Physical Stock Certificates

If you have the actual stock certificates in your possession, you can deliver the stock certificate(s) along with a completed Stock Power and a Letter of Intent to our broker listed above. The Letter of Intent should state your intention to make a gift of the specific shares being tendered. For example, your Letter of Intent might read: *"I hereby am delivering to and making a gift of (XX) shares of XYZ Corporation to The Japanese Garden Society of Oregon as a charitable gift."*

If you wish to mail your certificates, send the UNENDORSED certificate(s) by REGISTERED mail to the address above. By SEPARATE first class mail, send a stock power signed exactly as your name appears on the UNENDORSED certificate, with your signature guaranteed by a bank officer, along with your Letter of Intent. Stock powers can be obtained from your broker or banker.

To notify the Japanese Garden Society of Oregon of your stock gift, please contact:

Diane Brauer  
Finance Director  
Japanese Garden Society of Oregon  
503.796-3695  
[dbrauer@japanesegarden.com](mailto:dbrauer@japanesegarden.com)

Thank you!