



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: 820 SW Morrison St., Portland, OR
97205
1-800-435-4000

Organization Mailing Address: Japanese Garden Society of Oregon
611 SW Kingston Ave
Portland, OR 97205

For Brokers: In order to properly attribute the gift, please notify the Japanese Garden Society of Oregon of the details of any stock transfer (e.g. type of shares, donor name, designation, if any, of gift). This information and any additional questions can be directed to:

Diane Freeman
Chief Financial Officer
Japanese Garden Society of Oregon (dba Portland Japanese Garden and Japan Institute)
503-796-3695
dfreeman@japanesegarden.org

Thank you!