



STOCK TRANSFER INSTRUCTIONS

**Thank you for your gift of stock or securities to
invest in serving teens at the Garage!**

1. Direct your broker to donate shares of stock or mutual funds to The Garage, a Teen Cafe using the following instructions:

Investment Firm: Fidelity Investments
DTC#: 0226
Account #: Z40536630
Account Name: The Garage, a Teen Cafe

2. **Critical step - notify the Garage of the pending transfer!**

Transfers occasionally arrive in our account without a donor name attached. Advanced notification of the transfer prevents unnecessary work tracing the funding source.

Notify:
KayLee Jaech, Executive Director
(206) 484-5441
kaylee@issaquahteencafe.org

3. The Garage will notify you via email or phone once we have word the transfer has arrived in our account. A few days after that you will receive a written acknowledgement/tax receipt for the gift.
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An important note on valuing securities

The Garage follows IRS guidelines for valuing securities. The value assigned is the mean share price on the day the stock arrives in our account. Note, this may or may not be the same day the transfer was executed by your brokerage.

The Garage, a Teen Cafe is a registered 501(C)3 organization; our tax ID is 84-2529618.