



Instructions & Donor Form Stock and Mutual Fund Contributions to the Eugene Public Library Foundation

Step 1: Complete and submit a *Stocks and Mutual Funds Donor Form* (see next page) to the Eugene Public Library Foundation. This enables us to connect the stock/mutual fund donation with you as the contributor. You may mail, email or fax your donor form to:

Eugene Public Library Foundation
100 W 10th Avenue
Eugene, OR 97401
reed@epfoundation.org
Fax: (541) 682-5898

Step 2: Transfer the securities from your account to the brokerage account for the Eugene Public Library Foundation at Charles Schwab. The EPLF Account information is:

DTC:0164
Charles Schwab & Co
Eugene Public Library Foundation
Account#22603653
Charles Schwab & Co
211 Main Street
San Francisco, CA 94105

If you have any questions about the transfer process, please contact the EPLF Executive Director at (541) 338-7018.

***Please Note:** Transfers to the Eugene Public Library Foundation Brokerage Account are completed through the DTC system. Not all securities are eligible to be transferred via the DTC system. Please consult your brokerage firm or holding company to confirm that transfers through the DTC system are available. You may also contact the Executive Director at EPLF.*

If your securities are not eligible to be transferred through the DTC system, your donation will take additional time to process. Please contact us at the Eugene Public Library Foundation as soon as possible to see whether alternate arrangements can be made.

Step 3: When you initiate the transfer, please notify us at (541) 338-7018 or reed@epfoundation.org so that we are able to connect the stock/mutual fund contribution with you. We will monitor the EPLF brokerage account and sell the stocks or mutual funds as soon as possible after completion of the transfer. A receipt will be sent to you within 10 business days of the transfer.

The Eugene Public Library Foundation's federal tax ID: # is 93-0873279.

Questions? Contact Reed Davaz McGowan: (541) 338-7018 or reed@epfoundation.org

(next page please)

Revised 12.2019



Stocks and Mutual Funds Donor Form

Contributors: Please submit this donor form to the Eugene Public Library Foundation so that we are able to connect the stock/mutual fund donation with you as the contributor. **Thank you.**

Date: _____

Name of Taxpayer (business or individual): _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

If you have donated in previous years, please check if this is a new address since 2018.

CPA, Financial Advisor and/or Broker (Optional)

Name of Tax Advisor: _____

Firm: _____

Address: _____

Phone: _____ Email: _____

Stock or Mutual Fund Donation Information

Here is the account information to transfer securities from your account to the brokerage account for the Eugene Public Library Foundation at Charles Schwab & Co.

Here is the information for submitting your donor form to the Eugene Public Library Foundation to ensure that we are able to connect the stock/mutual fund donation with you as the contributor:

DTC: 0164
Charles Schwab & Co
Eugene Public Library Foundation
Account # 22603653
Charles Schwab & Co
211 Main Street
San Francisco, CA 94105

Please mail, email or fax this form to:

Eugene Public Library Foundation
100 W 10th Avenue
Eugene, OR 97401
reed@epfoundation.org
Fax: (541) 682-5898

Stock symbol: _____ # of Shares: _____

Mutual Fund symbol: _____ # of Shares: _____

Please Note: Transfers to the Eugene Public Library Foundation Brokerage Account are completed through the DTC system. Not all securities are eligible to be transferred through the DTC system. Please consult your brokerage firm or holding company to confirm that the DTC system is available for the securities you wish to transfer, particularly if you have not donated securities before. Please see instructions on previous page for additional information.

Questions? Contact Reed Davaz McGowan at (541) 338-7018 or reed@epfoundation.org

Revised 2.2020