

Stock Transfer Instructions

Broker: Mike Bell, Jr. at D.A. Davidson & Company
P.O. Box 748
Redmond, WA 98073

7530 164th Avenue N.E., Suite A-215
Redmond, WA 98052

Asst. Broker: Trang Bell
(425) 497-3415

Acct #::Office 20A-55718174032
DTC #:: 0361

Ways to transfer stock

1. Electronic transfer of stock

- a. It is advised that donors send an e-mail or dated letter to Hopelink and/or D.A. Davidson alerting us of the pending transfer. The letter should state the following:

“I gift and share _____ shares of _____ stock from my account to Hopelink’s account #: Office 20A-55718174 at D.A. Davidson & Company.”

Note: This letter is very important as it will allow Hopelink to identify who is donating the shares upon receipt of the transfer.

- b. If transfer brokerage is not D.A. Davidson, an ACAT Transfer must be done. Please contact your broker first before submit the donor letter, the name of donor brokerage, and Hopelink’s broker name (Mike Bell, Jr.) Also include the DTC number 0361.

2. Send certificates directly to Hopelink

- a. Reissue (if possible) certificates in Hopelink’s legal name with the agency’s tax I.D. number as follows:
Hopelink
#91-0982116
- b. Send certificate along with gift letter to Mike Bell, Jr. at D.A. Davidson or Barbara Whitehurst at Hopelink. We will value the certificates on the date of transfer. In addition to a gift letter, Donor would need to sign a stock power if they have a certificate in their name and want to deposit into your account at DA Davidson

Hopelink Contact: Ezzy Amundson, Development Operations Manager
Hopelink
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