



INSTRUCTIONS TO TRANSFER SECURITIES

Marketable securities, held in a donor's brokerage or trust account, may be transferred to The Northwest School using the following process:

1. Call, fax or email The Northwest School and inform us of your intent:

Name: Michal Allaire
Phone: (206) 816-6215
Fax: (206) 328-1776
Email: michal.allaire@northwestschool.org

2. Please Provide The Northwest School with:

Name of Stock: _____
Number of Shares: _____
Intended Transfer Date: _____

3. Please provide the following to your advisor:

Account Name: The Northwest School
Account Number: 5975-0799
Tax ID #: 91-1061146
DTC #: 0164, Code 40

4. If your adviser needs any further information s/he can contact Michele Klosky from Bailard, Inc. at (650) 571-5800 or via email at mklosky@bailard.com.

The valuation of the gift for tax purposes will be calculated for the average of the high and low price for the date of transfer to The Northwest School account.

Thank you for choosing to support The Northwest School with a gift of securities. You will receive a written confirmation of your gift once we received it.

