



MAKING A GIFT OF STOCK TO FRIENDS OF THE ALAMEDA FREE LIBRARY

Thank you for your support of the Alameda Free Library. The following instructions should be followed to ensure that the gift of securities arrives safely into FAL's account.

1. You should instruct your brokerage firm to transfer the stock shares via an electronic transfer to FAL's account with Edward Jones.

DTC number 0057

Edward Jones Account Number 73715001-1-2

2. Correspondence regarding the transfer should be sent to FAL's Development department and copies sent to FAL's brokerage firm as follows.

Mail-Local Alameda

Email: dominic.mckenna@edwardjones.com

Edward Jones- Dominic McKenna

Attn: Friends of the Alameda Free Library

877 Island Drive, Suite E

Alameda, CA 94501 510-749-9290

3. Electronic stock transfers are not able to provide a donor's name along with the stock. **It is critical that you telephone or email FAL Prior to the transfer with the name of the stock and number of shares that you are transferring. Without this information, FAL cannot sell the stock and provide you with appropriate acknowledgment for tax purposes or offer you donor benefits, until you provide these details.**

At the same time, you should also inform FAL of any restrictions on the gift.

To provide details of your stock transfer, or if you or your broker have questions or need assistance, please contact: Kelly Ground-Fund Development Manager.

Groundk@alamedafriends.com or 510-210-3737

Thank you for your generous support of Friends of The Alameda Free Library