STOCK TRANSFER INSTRUCTIONS

Electronic Transfer

If you have a brokerage account, ask your broker to electronically transfer the number of shares of unrestricted, publicly traded stock that you wish to donate to Lan Su Chinese Garden. Please contact the Garden with the name of your stock and the number of shares that you are transferring so that we can properly acknowledge your gift and provide accurate income tax credit information regarding your contribution.

Stocks can be transferred electronically with the following information:

Official Organization Name: Portland Classical Chinese Garden
Tax Identification #: 93-1296840
Receiving Brokerage Firm: RBC Wealth Management
Account #: 300-74240
DTC #: 0235
Brokerage address: 805 SW Broadway, Suite 1800
Portland, OR 97205
503-833-5212
Organization Mailing Address: Lan Su Chinese Garden
220 NW 2nd Avenue, Suite 1050
Portland, OR 97209

If you have the actual stock certificates in your possession, please contact us for information on how to transfer them.

For Brokers: In order to properly attribute the gift, please notify Lan Su Chinese Garden of the details of any stock transfer (e.g. type of shares, donor name, designation, if any, of gift). This information and any additional questions can be directed to:

Lisa Santo
Development Manager
Lan Su Chinese Garden (dba Portland Classical Chinese Garden)
503-542-2921
lisas@lansugarden.org