

**Mechanics' Institute
Stock Donation Instructions**

Thank you for making a gift of stock to The Mechanics' Institute. If you have any questions, please contact Candler Gibson, Senior Director of Advancement, at (415) 393-0115.

Information for your stockbroker:

Brokerage Firm: Merrill Lynch, Pierce, Fenner & Smith Inc.

Office:

Merrill Advisory Center™
NJ2-140-02-17
P.O. BOX 1501
PENNINGTON, NJ 08534

Account Title: Mechanics' Institute
Account Number: 7FL-01162
DTC Number: 8862

Letter of Authorization instructions:

Provide a Letter of Authorization (LOA) to your broker requesting the transfer of the specific number of shares you are donating using Mechanics' Institute's account name, account number, and DTC number.

Please send a copy of the Letter of Authorization to Mechanics' Institute, including:

- a. Date of stock transfer
- b. Description of stock (e.g. Apple, Amazon)
- c. Quantity of shares donated
- d. Your name and address

Please send by mail or email to the attention of:

Candler Gibson
Mechanics' Institute
PO Box 577
San Francisco, CA 94104-0577
cgibson@milibrary.org