

BELLEVUE CHRISTIAN SCHOOL

Redemptive, Rigorous, Relational, Relevant

How to give a gift of stock to Bellevue Christian School

1. If you would like to make a gift....

please contact the BCS Development Office with the designation for the stock gift, the number of shares, and the identity of the stock. We prefer that this is done in writing, but you can call the BCS Development Office directly at **(425) 454-4402 ext. 210**. The fax number is (425) 454-4418, e-mail address is pfreeman@bellevuechristian.org, and our mailing address is 1601 98th Ave. NE, Clyde Hill, WA 98004.

To ensure efficient processing of the gift, it is important to communicate the information listed above with the BCS Development Office. Please do not rely on your stock broker or wire transfer service to provide us with this information.

2. If your shares are held in an account.....

ask your broker to make an electronic transfer of the shares to Bellevue Christian School's Oppenheimer account #G711622261. The DTC number is # 0571, and it is needed if the stock is currently in an account with a company other than Oppenheimer. Once the stock is transferred into Bellevue Christian School's account, we will receive notification of the transfer, and a receipt will be sent to you. The effective date of the gift for this method is the date the shares appear in our account.

Please contact the Bellevue Christian School Development Office at (425) 454- 4402 ext. 210 or e-mail pfreeman@bellevuechristian.org to advise us that the gift has been made.

3. If you hold the certificate for your shares.....

please sign the stock over to Bellevue Christian School, either by endorsing the back of the certificate or by using a stock power. Please make sure to sign your name exactly how appears on the front of the certificate. If you have already had the certificate reissued in the name of Bellevue Christian School, it is not necessary to provide us with a stock power. Both types should then be mailed to the BCS Development Office at 1601 98th Ave. NE, Clyde Hill, WA 98004 . Due to the nature of the document being mailed, we recommend that you send it via certified/registered/express mail. When the certificate is received, it will be immediately liquidated and a receipt will be sent to you. The effective date of a gift made in this manner is the date of the postmark for certificates still registered to the donor, and the certificate date for those that have been reissued in the name of Bellevue Christian School.

4. If you are transferring shares of a mutual fund.....

please contact the BCS Development Office to discuss how to initiate the transfer. Because each mutual fund company has its own unique procedure, we will need to contact your mutual fund company or your broker to coordinate the most efficient way to make the transfer. If you have any questions about how to give a gift of stock to Bellevue Christian School, please e-mail the BCS Development Office at pfreeman@bellevuechristian.org or call directly at **(425) 454-4402 ext. 210**.