

Instructions for Gifting Stock, Bonds or Shares of Mutual Funds

For securities held by bank or brokerage house:

1. Call your broker and provide the following information to facilitate an electronic transfer of stock:

Alex. Brown
Broker: Laura-Lynn Renner (Assistant: Ed Bergen)
100 International Drive, 22nd Floor
Baltimore, MD 21202
Phone: 410-525-6240
Fax: 443-992-7931
laura-lynn.renner@alexbrown.com

DTC# 0725 Raymond James Clearing
Account Number: 218HR183
Account Name: Suburban Hospital Foundation Inc.

2. Send a follow up letter to your broker (with a copy to the Suburban Hospital Foundation Office) which confirms your telephone conversation. A sample letter is below.
3. Contact the Foundation Office, 301-896-3640 to let us know what type of stock you intend to transfer, the number of shares, your brokerage house, broker's name and contact information.

Securities Delivered by Mail:

You can forward your stock certificate(s) directly to Suburban Hospital. Mail to us your unendorsed certificate(s) via registered mail. Send the stock power form in a separate envelope to:

Suburban Hospital Foundation
8600 Old Georgetown Road
Bethesda, MD 20814

We recommend that you send the certificate(s) via registered mail. If you have questions about making a stock donation to Suburban Hospital, please 301-896-3971.

Important Don'ts:

- Do not sell your securities and forward the proceeds to Suburban Hospital. This will then be considered a cash donation and you may be required to pay capital gains tax on the gift.
- If your securities have depreciated in value (generated a loss since their purchase) you may wish to sell and donate the proceeds. Contact your tax advisor regarding the advisability of your approach.
- As a general rule, it is not suggested to donate stock that you have held for less than one year.

Sample follow-up letter to broker

Date:

Broker Name

Address

City/State/Zip

Dear _____:

This letter authorizes you to transfer (#) _____ shares of (name of stock) _____
from my account (#) _____ to Suburban Hospital to benefit (“the area of greatest need”
or a specific program or area of care) _____.

Transfer information is as follows:

DTC Delivery Instructions:

Alex. Brown

Broker: Laura-Lynn Renner (asst. Ed Bergen)

100 International Drive, 22nd Floor

Baltimore, Maryland 21202

laura-lynn.renner@alexbrown.com

Phone 410-525-6240

Fax 443-992-7931

DTC# 0725 Raymond James Clearing

Account Number: 218HR183

Account Name: Suburban Hospital Foundation Inc.

Thank you for your attention to this transfer.

Sincerely,

(Your name and signature)

cc: Suburban Hospital Foundation
8600 Old Georgetown Road
Bethesda, MD 20814