Asset Transfer Instructions

Thank you for thinking of Overlook Foundation (Tax ID #51-0194054) with your gift. Before you transfer a gift of stock, bonds, or significant cash, the foundation appreciates hearing from you or your broker/agent about the kind of asset(s) and the number of shares, bonds, or certificates involved. That notification allows us to track your gift and provide timely receipts. Before any transfer, please notify Kenneth Cole, senior director of planned giving and capital campaigns (TEL: 908.522.2181; FAX: 908.273.3968; kenneth.cole@atlantichealth.org). If you want to mail anything to Mr. Cole, please send it to Overlook Foundation, 36 Upper Overlook Road, P. O. Box 220, Summit, New Jersey 07902-0220. Except for cash, donated assets should have been held for more than one year to benefit most under IRS regulations.

For DTC-eligible stocks, corporate bonds, and municipal bonds:
Instruct your broker to transfer shares and bonds to

Merrill Lynch
ATTENTION: Robert A. Lobel
Merrill Lynch Office Center at Short Hills
51 J. F. Kennedy Parkway, Third Floor
Short Hills, NJ 07078
TEL: 800.937.0782
TEL: 973.912.3068
FAX: 973.912.3103

DTC ID NO.: 5198
ACCOUNT NAME: Overlook Foundation
ACCOUNT NO.: 85904504

For stocks, corporate bonds, and municipal bonds in certificate form:
Please hand-deliver the assets/certificates to Overlook Foundation’s planned giving office or send them via registered mail with a letter stating your name, address, and the purpose of the gift. Please do not endorse the back of the certificates. If you mail the certificates, obtain a stock power (assignment form) for each different issue (common and preferred stock from the same company require separate powers) and only sign the stock power, using your name as it appears on the certificates. Then obtain a medallion guarantee for your signature at a commercial bank or brokerage, and mail all signed stock powers in envelopes (first-class is acceptable) separate from any certificates.

For wire transfers of cash:
For wire transfers prior notification in writing is crucial. Without it, the bank will refuse the gift. Notification in writing is required for all gifts to permit proper tracking of the gift’s arrival. Please call Mr. Cole for instructions.