



Portland Public Library  
5 Monument Square  
Portland, ME 04101  
207-871-1700  
207-871-1703 fax

**To make a gift of stock:**

H.M. Payson  
Jennifer Edes, Investment Assistant  
207-518-6202  
One Portland Square, 5<sup>th</sup> Floor  
PO Box 31  
Portland, ME 04112

Account Name: Portland Public Library Gift Account  
DTC Clearing #2042

Portland Public Library Tax I.D. # 01-6000802

**Note to transfer agent:** You must contact Jennifer Edes, Investment Assistant, at 207-518-6202) to complete this gift.

**For donors of stock:**

We suggest that you or your transfer agent contact George Cooper, Director of Finance, at 207-871-1700, ext. 760, to let us know you are initiating a gift of stock. Delays can occasionally occur in matching a donor with the gift, and we want to be sure we thank you as soon as possible for your support of the Library.

Portland Public Library issues a tax receipt based on the fair market value of the stock on the day it is received in our account.

If you are considering a gift of physical stock certificates, direct registration shares, closely-held stock, stock held on a foreign exchange, or mutual funds, the usual methods of giving stock do not apply. Please contact George Cooper, Director of Finance at 207-871-1700, ext. 760.