



Insight Meditation Center / Insight Retreat Center

108 Birch St. Redwood City, CA 94062

Stock Transfer Instructions

Step 1:

Instruct your stockbroker or stock plan administrator to transfer your shares to Insight Meditation Center's account at Schwab. Your broker will need the DTC number and account number for the Insight Meditation Center account.

Transfer the stock to:

Charles Schwab

DTC#0164

account# 1118-0555 (Insight Meditation Center)

Tax ID # 77-0450217

Step 2:

Notify the Insight Retreat Center (IRC) treasurer that the stock has been transferred. Email the following information to: treasurer.irc@gmail.com or send a note to: Insight Retreat Center, 108 Birch St., Redwood City, CA 94062

Name: _____

Address: _____

Phone (s): _____

I transferred _____ shares of _____

Date of transfer _____ Estimated Value _____

____ Please apply my donation to the **Insight Meditation Center**.

____ Please apply my donation to the **Insight Retreat Center**.

Some brokers transfer the stock the same day requested, others may take a few days. The IRC Treasurer will watch for it to appear in our account.

The value of your contribution will be based on the average of the high and low prices of the stock on the date that the stock is received into IMC's accounts.

If you have any questions, please contact IRC's Treasurer: treasurer.irc@gmail.com.

Thank you for your generosity!