



# Donation of Publicly Listed Securities to The Oakville Community Foundation

Thank you for your interest in donating to the Oakville Community Foundation. A gift of publicly listed securities, such as stocks, bonds or mutual funds, can be made to The Foundation. Transferring securities is very easy to do; simply follow these instructions:

1. Complete and deliver pages 2 and 3 of this document to your broker or financial advisor in order to carry out your instructions with regard to making a gift of securities to the Oakville Community Foundation. You may need your broker's assistance to complete this form or, if we can be of assistance to you, please call us at 905.844.3562 x. 304. If the securities are thinly traded or are not readily convertible to cash please contact us before initiating the gift.
2. Your broker should contact our custodian, RBC Dominion Securities, Brent Fletcher, and send both this form and the securities directly to them at [Brent.Fletcher@rbc.com](mailto:Brent.Fletcher@rbc.com).
3. Once the securities have been transferred to The Foundation's brokerage account, RBC Dominion Securities will advise us in writing of the receipt of the securities and the closing market value on the day the securities were received into our account.
4. We will issue an official receipt to you, for income tax purposes, for the value as determined by RBC Dominion Securities.
5. It is The Foundation's policy that securities, once received by The Foundation, will be sold.
6. For the tax benefit (i.e. capital gains avoidance), the Donor's broker must transfer the securities to The Foundation's receiving broker (i.e. do NOT sell, then transfer the cash). **Note:** i) Any costs for the transfer will be borne by the Donor

The Foundation cannot issue a receipt for a gift until it is legally the property of The Foundation.

7. The Foundation cannot issue a receipt for a gift until it is legally the property of The Foundation.
8. It must issue a receipt for the value of the property as of the date of transfer to The Foundation.
9. In the case of publicly traded securities, the receipt will be determined by the closing price on the day the securities are received into the Foundation's brokerage account, which is generally the day notice of the gift is received by The Foundation.

Once again, we thank you for supporting our community. If you have any questions, please contact:

Sarah McPherson,  
Director of Philanthropy & Communications  
[sarah@theo.cf.org](mailto:sarah@theo.cf.org) | 905-844-3562 ext 302

2018



# Securities to The Oakville Community Foundation

## Brokerage Information

DATE: \_\_\_\_\_

TO: Delivering Firm (Donor's Broker)

Branch \_\_\_\_\_

Address \_\_\_\_\_

Name of Broker \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

FROM: Name of Donor \_\_\_\_\_

Account # \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

PLEASE TRANSFER THE FOLLOWING SECURITIES IN KIND TO THE BROKERAGE ACCOUNT OF THE OAKVILLE COMMUNITY FOUNDATION:

\_\_\_\_\_ shares of \_\_\_\_\_  
*(Number and approximate \$ amount of shares)*                      *(Name of security)*

\_\_\_\_\_ shares of \_\_\_\_\_  
*(Number and approximate \$ amount of shares)*                      *(Name of security)*

Securities for the benefit of The Oakville Community Foundation should be directed to the following account:

RBC Dominion Securities  
210 Lakeshore Road E, Oakville, ON  
**Account No. 441-56312-1-9**  
**CUID: DOMA**

2018



# Securities to The Oakville Community Foundation

## Donor Direction

**THIS TRANSFER IS A CHARITABLE DONATION TO THE OAKVILLE  
COMMUNITY FOUNDATION:**

**Charity/Business Number 89193 4374 RR0001**

**I would like this gift to be:**

- Endowed** (Retained permanently as part of the capital of the fund)
- Flow Through** (available for granting at any time)

\_\_\_\_\_

*Name of Fund*

**Other** \_\_\_\_\_

\_\_\_\_\_  
Signature of registered holder and donor\*\*

\_\_\_\_\_  
Date

*A receipt will be issue for the donation amount. The donation amount is the value of the securities at the close of business on the day the securities are received in The Foundation's account.*

*\*\*If this form is sent from the donor's personal email address no signature is required.*

Please scan or fax a copy of page 2 and page 3 of this form to start the process of your donation.

- A. To The Oakville Community Foundation:  
Sarah McPherson | [sarah@theoecf.org](mailto:sarah@theoecf.org)  
Director Philanthropy & Communications  
Fax: 905.845.1395 Ph: 905.844.3562

**AND**

- B. To our Custodian at RBC Dominion Securities:  
Brent Fletcher  
[Brent.Fletcher@rbc.com](mailto:Brent.Fletcher@rbc.com)  
Fax: 905.849.4033 Ph: 905.815.8347

2018