



Ottawa Food Bank
La Banque d'Alimentation d'Ottawa

DONATION OF SECURITIES FORM

Please note: The Ottawa Food Bank is unable to issue a charitable receipt until we are aware of your donation. To ensure prompt and accurate receipting of your donation, **prior to transferring securities to our account, please send this form to:**

The Ottawa Food Bank

Attention: Jenn Graves, Major Gift & Planned Giving Officer

T: 613-745-7001 ext. 114

1317 Michael Street

E: jenn@ottawafoodbank.ca

Ottawa, ON K1B 3M9

DONOR INFORMATION

Full name	
Mailing address City, Province, Postal Code (required for charitable tax receipt)	
Daytime Phone	
E-mail	

INFORMATION RE: SECURITIES BEING TRANSFERRED

Name of Security		Stock Symbol	
# of shares or units		Approx. value of each share	
Description of shares	<input type="checkbox"/> Common <input type="checkbox"/> Preferred <input type="checkbox"/> Other <input type="checkbox"/> CDN. Security <input type="checkbox"/> U.S. Security	Approx. total value of donation	
Account # if known		Approx. date of transfer	
Name of Security		Stock Symbol	
# of shares or units		Approx. value of each share	
Description of shares	<input type="checkbox"/> Common <input type="checkbox"/> Preferred <input type="checkbox"/> Other <input type="checkbox"/> CDN. Security <input type="checkbox"/> U.S. Security	Approx. total value of donation	
Account # if known		Approx. date of transfer	



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OTTAWA FOOD BANK BROKERAGE ACCOUNT INFORMATION

Brokerage Account	CIBC World Markets Inc.	Dealer	9280
Account Name	Ottawa Food Bank	Rep	CSX
Account #	475 02866 11	Contact Name	Ray Dubeau, Investment Advisor
FINS	T079	Telephone	613-239-2934
CUID	WGDB	Fax	613-239-2917
DTC	5030	Email	ray.dubeau@cibc.ca

DONOR'S INVESTMENT BROKER/INSTITUTION INFORMATION

Brokerage Name	
Address, City, Province,	
Advisor Name	
Telephone	
Email	

HOW TO TRANSFER SECURITIES TO THE OTTAWA FOOD BANK

1. Complete all sections of this transfer form and give to your broker/investment advisor to initiate the transfer of securities from your account to the Ottawa Food Bank's brokerage account.
2. **Send a copy of this completed form to Jennifer Graves at jenn@ottawafoodbank.ca or by fax at 613-745-7377 to ensure you receive your official donation receipt for income tax purposes.**
3. Please inform the Ottawa Food Bank once the transfer has been completed. Unexpected and/or unidentifiable transfers may make it difficult for us to issue the donation receipt in a timely manner.

Please Note:

1. In accordance with our Board Policy, securities will be sold as soon as possible.
2. Under current tax regulations, your donation of publicly traded securities is exempt from capital gains tax only when you transfer the securities *in-specie* or in-kind to a charity.
3. **Important information about your donation receipt:** The Ottawa Food Bank will issue a donation receipt for the fair market value of the shares based on the closing price of the security on the day the securities are received into the Ottawa Food Bank's brokerage account.

Thank you for your support of the Ottawa Food Bank!

Charitable Registration Number: 10808 2363 RR0001

AUTHORIZATION SIGNATURE

It is my intent to donate the securities listed above to the Ottawa Food Bank. To my knowledge, these securities are not subject to restrictions on their sale or disposition and I am not aware of any material undisclosed information concerning the shares. I request that you transfer these shares from my account the Ottawa Food Bank's account as soon as possible.

Donor Signature		Date	
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