



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

2001 Bantree Street

E: [jenn@ottawafoodbank.ca](mailto:jenn@ottawafoodbank.ca)

Ottawa, ON K1B 4X3

### 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 CUSTODIAN ACCOUNT INFORMATION			
Brokerage Account	RBC DOMINION SECURITIES	Rep	EUQ
Account Name	Ottawa Food Bank	Contact 1 Name	John Hastings, Portfolio Manager
Account #	3662411713	Contact 1 Telephone /Fax / Email	613-566-2003 613-566-7600 john.hastings@rbc.com
CUID	DOMA	Contact 2 Name	Sara Klis, Associate
DTC	5002	Contact 2 Telephone / Fax / Email	613-566-7547 613-566-7600 sara.klis@rbc.com
Dealer	90501		

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 by emailing John at john.hastings@rbc.com and Sara at sara.klis@rbc.com.
2. **Your broker/investment advisor needs to send a copy of the completed form to the Ottawa Food Bank ([jenn@ottawafoodbank.ca](mailto:jenn@ottawafoodbank.ca) / [gifts.securities@ottawafoodbank.ca](mailto:gifts.securities@ottawafoodbank.ca)) 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. **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	