Ottawa Food Bank
La Banque d'alimentation d'Ottawa

DONATION OF SECURITIES FORM

Thank you for your donation of gift of securities, please ensure you follow the laid out instructions for prompt and accurate processing of your donation.

Contact:
Jenn Graves
Manager, Major Gifts & Planned Giving

2001 Bantree Street
Ottawa, ON K1B 4X3
T: 613-745-7001 ext. 114
E: leadershipgiving@ottawafoodbank.ca

DONOR INFORMATION					
First Name *		Last Name *			
Organization Name (if this is a corporate gift)					
Address Line 1 *					
Address Line 2					
City *		Prov. *		Postal Code *	
Daytime Phone					
E-mail					
Notes					

** Required field*

INFORMATION RE: SECURITIES BEING TRANSFERRED			
Name of Security		Stock Symbol	
# of shares or units		Approx. value of each share	
Description of shares	☐ Common ☐ Preferred ☐ Other ☐ CDN. Security ☐ 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	☐ Common ☐ Preferred ☐ Other ☐ CDN. Security ☐ U.S. Security	Approx. total value of donation	
Account # if known		Approx. date of transfer	

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	Ph: 613-566-2003 Fax: 613-566-7600 john.hastings@rbc.com
CUID	DOMA	Contact 2 Name	Vince Fu, Associate Portfolio Mng
DTC	5002	Contact 2 Telephone / Fax / Email	Ph: 613-564-4834 Fax: 613-566-7600 vince.fu@rbc.com
Dealer	9190		

DONOR'S INVESTMENT BROKER/INSTITUTION INFORMATION	
Brokerage Name	
Address, City, Province	
Advisor Name	
Telephone	
Email	

(All fields in this section are optional)

HOW TO TRANSFER SECURITIES TO THE OTTAWA FOOD BANK:

All STEPS MUST BE COMPLETED FOR SUCCESSFUL TRANSFER OF FUNDS AND ISSUING OF THE TAX RECEIPT.

Your broker/investment advisor needs to send an email including the signed copy of the completed form to:

- **john.hastings@rbc.com**
- **vince.fu@rbc.com**
- **leadershipgiving@ottawafoodbank.ca**

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.

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.

Hand Signature		Date	
Digital Signature			

Type your full legal name above to sign this form electronically.

Thank you for your support of the Ottawa Food Bank!

Charitable Registration Number: 10808 2363 RR0001