



To Transfer and Donate Securities In-Kind to the University of Guelph Securities Account

To Order your Donation of Securities:

Donor Name \_\_\_\_\_

Address \_\_\_\_\_

Broker Name \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Please accept this form with my signature as authorization to transfer the following securities to the University of Guelph securities account as a charitable gift-in-kind. If you have not previously discussed the purpose your gift with the University of Guelph, please review the 'Gift Designation' section on the following page to ensure we can fulfill your wishes (including, but not limited to any research gifts that are not under an existing gift agreement or pledge).

Gift Designation \_\_\_\_\_

Or University's Highest Priority

\_\_\_\_\_  
Authorizing Signature (donor)

\_\_\_\_\_  
Date

No. of Shares	Name of Shares <i>*Mutual Funds/Private Class Shares see below</i>	Class of Share*	Donor Account Number	Estimated Value and Currency (\$/CAD/USD)

To the Account of: University of Guelph  
Account: 551-10806-1-5, DTC: 5002, FIN: T002, CUID: DOMA  
RBC Dominion Securities  
42 Wyndham St. North, 3rd Floor, Guelph, Ontario, N1H 4E6  
Phone: 519-822-2083, Fax: 519-822-1982

**Please send a completed and fully signed copy of this form to:**

- 1) **IMPORTANT - Send this form to your broker/advisor to initiate the transfer to RBC. Your advisor must email RBC to alert them of the incoming transfer (andy.harper@rbc.com);**
- 2) **Also send to University of Guelph, Alumni Affairs & Development Team (donate@uoguelph.ca) so the University has an authorized copy of your incoming gift and can monitor for your gift and issue your charitable receipt in a timely manner.**

For any questions please contact: Gift Processing, Alumni Affairs & Development, University of Guelph, Tel: (519) 824-4120 ext. 56540; Fax (519) 822-2670; email: donate@uoguelph.ca or Andy Harper, RBC Dominion Securities Inc., Tel:(519) 822-2083; email: andy.harper@rbc.com

University of Guelph Charitable Registration Number: 10816 1829 RR0001

*\*Mutual Funds/Private Class Shares - please email andy.harper@rbc.com immediately to advise of incoming shares and donor information and for a discussion of share sell process*



## To Transfer and Donate Securities In-Kind to the University of Guelph Securities Account

### **Timing Considerations**

Gifts of securities can generally take 3-5 business days to transfer from the initiating broker/advisor to the University of Guelph's account. Processing the gift by our Treasury team may then take 2-3 business days, and charitable tax receipts are mailed through Canada Post (or on occasion emailed directly if requested). Gifts of mutual funds may take significantly longer to transact (2-4 weeks) as power of attorneys must be signed. **For mutual funds and/or private class shares please have your broker notify Andy Harper, RBC immediately and for a discussion of the transfer/sale process.**

**Please note there is risk in gifting shares, as the stock price may fluctuate between the time you authorize your broker to initiate the transfer,** the time the broker initiates the transfer, and the 3-5 business days to transact. We recommend you discuss this with your broker to evaluate the securities you are choosing (i.e., are they volatile?), discuss how long it will take the broker to initiate the transfer to RBC, and we recommend you indicate to your broker to check the stock price again on the day they submit to RBC.

**If you are looking to make a gift within the calendar year, we recommend authorizing the donation through your broker/advisor no later than November 15 for mutual funds and private class shares, and for all other publicly traded stocks no later than December 15.** For gifts made close to calendar year-end, please note depending on the University holiday shutdown period and gift volumes, your charitable receipt may arrive closer to the end of January via Canada Post. Thank you for your patience.

### **Charitable Donation Receipt Value**

The charitable donation receipt will reflect the fair market value of the shares on the date the shares are received through transfer by the University through RBC, and this will normally be the same value that is credited to your designation purpose at the University of Guelph. The amount is based on the market value of the shares at the close of trading that day. This may be different than the fair market value of the shares on the date you sign this form (see note above on risk). For US securities, the exchange rate will be the Bank of Canada closing US/Canada rate for the day the shares were valued.

Further details on the University of Guelph's Acceptance of Gifts of Marketable Securities can be found here: <https://www.uoguelph.ca/finance/policies-procedures/treasury-operationsinvestment-management-policies-and-procedures/acceptance>.

### **Gift Designation**

If you are uncertain what account name to designate your gift to, and you are not working directly with an advancement development manager on our team to help facilitate this information, please feel free to reach out to Jayne Whitfield, Gift Planning Manager, [whitfie@uoguelph.ca](mailto:whitfie@uoguelph.ca) to discuss your donation and intended use. Additionally, if it is related to research, and you don't have an existing gift agreement or pledge, please reach out to Jayne Whitfield, Gift Planning Manager, [whitfie@uoguelph.ca](mailto:whitfie@uoguelph.ca). Alternatively, if it is not related to research, you can also look to our website to review current account priorities: [www.uoguelph.ca/give](http://www.uoguelph.ca/give).

*Thank you for supporting the University of Guelph.*