

## Instructions

1. **Donor**- Please complete the Donor Information and Securities to be Transferred sections. Once completed, please submit this form to your broker.
2. **Broker**- Please complete the Donor Broker Information section and transfer the securities to our account at RBC Dominion Securities. Once securities are transferred, please submit this form to both Bissell Centre and RBC Dominion Securities. A tax receipt will not be issued to the donor if this form is not received by Bissell Centre.

## 1. Donor Information

*The following information is required in order to receive a charitable tax receipt for your donation*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## 2. Securities to be Transferred

Account Number: \_\_\_\_\_

Security Name: \_\_\_\_\_ Number of Shares: \_\_\_\_\_

Approximate Date of Transfer: \_\_\_\_\_ Approximate Value: \_\_\_\_\_

## 3. Donor Broker Information

Company Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_ CUID #: \_\_\_\_\_

## 4. Transfer Securities In Kind to:

RBC Dominion Securities  
277 Front St-8<sup>th</sup> Floor  
Toronto, ON M5V 2X4  
CUID # DOMA  
DTC # 5002  
Credit to Bissell Centre  
AC# 736-30760-1-4

## 5. Forward Form

Once this form is completed, please provide copies to both:

**RBC Dominion Securities**

Attn: Jennifer Pearson  
Phone: 780-408-6006  
Fax: 780-944-8743  
Email: jennifer.pearson@rbc.com

**Bissell Centre**

Attn: Leigh Born  
Phone: 780-423-2285 ext. 161  
Fax: 780.441.3560  
Email: lborn@bissellcentre.org

For taxation purposes, a charitable tax receipt will be issued for the value of the stock transferred as determined at the end of the trading day on the day the stock is received. To receive a charitable tax receipt for the current tax year, the securities must be received in Bissell Centre's account at Bissell Centre's brokerage firm on or by December 31. Bissell Centre is not responsible if the securities are not received in its account by that date.

I authorize this transfer as a charitable donation to Bissell Centre. I agree that Bissell Centre, or its agent, may contact my broker for the purpose of concluding this transaction.

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Signature of Donor/Client

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Date