



# GIFT OF PUBLICLY TRADED SECURITIES TO ABBEY RETREAT CENTRE

(FOR SECURITIES INCLUDING STOCKS, BONDS, AND MUTUAL FUNDS)

Thank you for your support of the Abbey Retreat Centre.

Please complete sections A, B, and C and return this Letter of Direction for Transfer of Publicly Traded Securities to your investment firm authorizing the transfer of your in-kind donation of securities.

In order to ensure prompt and accurate receipting of your donation, please copy **barb@abbeyretreatcentre.ca** on the email you send to your investment firm that includes this form. Please note that Abbey Retreat Centre is unable to issue an income tax receipt until we are aware of your donation.

## SECTION A: DONOR INFORMATION

Donor First and Last Name: \_\_\_\_\_  
Personal Email: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City/Town: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## SECTION B: DONOR INVESTMENT FIRM INFORMATION

Investment Firm: \_\_\_\_\_  
Investment Account Number: \_\_\_\_\_  
Advisor Name: \_\_\_\_\_

Description of Securities: \_\_\_\_\_  
Stock Symbol or Mutual Fund Code: \_\_\_\_\_  
Number of Units: \_\_\_\_\_

**TRANSFER SECURITIES IN KIND TO:**  
Abbey Retreat Centre Registered Charitable Number: 751116120RR0001  
Investment Account Number: 230-97440

**FOR BACK OFFICE USE:**

**RECEIVING FIRM:** BMO INVESTORLINE INC.,  
250 YONGE STREET, 8TH FLOOR, TORONTO, ON CANADA M5B 2L7  
**CUID:** NTD  
**FINS:** T009  
**DTC:** 5043  
**DEALER NUMBER:** 9185

## SECTION C: AUTHORIZATION

I authorize this transfer to the above noted Abbey Retreat Centre account held at BMO InvestorLine:

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

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Does Abbey Retreat Centre have your permission to recognize your gift publicly?



## **GIFT OF PUBLICLY TRADED SECURITIES TO ABBEY RETREAT CENTRE**

**(FOR SECURITIES INCLUDING STOCKS, BONDS, AND MUTUAL FUNDS)**

**To donate your gift of stock to the Abbey Retreat Centre, please follow the following steps:**

- 1.** Download and complete all sections of this transfer form. In order to facilitate the transfer and ensure you receive your official receipt for income tax purposes, **please return a copy of the completed form to [barb@abbeyretreatcentre.ca](mailto:barb@abbeyretreatcentre.ca)** or, if you would prefer to mail us your form, please call 705 754 2966.
- 2.** In order to initiate your electronic transfer, please forward a copy of your completed transfer form to your broker/investment advisor.
- 3.** Please inform Abbey Retreat Centre once the transfer has been initiated. Unexpected and/or unidentifiable transfers may make it difficult for us to issue an appropriate tax receipt and could also possibly impact your value of donation.
- 4.** Please be advised that the value of the donation receipt will be based on the fair market value of the security on the day the securities are received by the Abbey Retreat Centre's BMO InvestorLine account, in accordance with our Board Policy, BMO InvestorLine, and Revenue Canada Regulations.

### **TIMELINE:**

It typically takes 1 - 3 business days for transferred shares to arrive in our account after this Letter of Direction is processed by your investment firm.

For Mutual Funds, an additional 3 - 5 days may be required for the Mutual Fund Company to update the broker on file. Once received, we will promptly sell the assets.

We will send you a tax receipt within 60 days after the proceeds from the sale settle (typically 2 days for listed securities and up to 30 days for some mutual funds).

**For more information about making a donation of securities,  
please contact the Abbey Retreat Centre team at:**

**705 754 2966**

**OR**

**[barb@abbeyretreatcentre.ca](mailto:barb@abbeyretreatcentre.ca)**