

Gift of Publicly Traded Securities Form

Carleton University greatly appreciates your support. This form outlines the process for making an in-kind donation of securities as seamlessly as possible.

Donor Information

Name		
Address		
City	Province/State	Postal Code/Zip Code
Country	Telephone	Email

Donor Broker Information (delivering)

Name/Institution	
Broker's Name	Broker ID
Telephone	Email

Carleton University Information (receiving)

CIBC Mellon Global Securities Services, Toronto, ON
Account Number 846839, Phillips, Hager & North
CUID: CMTC or DTC: 0901

Securities Transfer Information

List attached

Security name	Number of shares
ISIN/ CUSIP	Please select one: ☐ CDS ☐ DTC
Transfer Date	

If you are unsure of the transfer date at this time, please email melissa.forrest@carleton.ca with the date once confirmed.

Donor Authorization

You are hereby directed to make free delivery of the above securities from my account electronically. For deposit as a donation-in-kind to Carleton University (Charitable Registration # 11883 8937 RR0001)

Date	Signature of donor

Thank you for your generous donation. Your gift will help support teaching, learning and innovative research at Carleton University.

Personal information collected through this form will be used and disclosed by Carleton University under the authority of the *Carleton University Act*, and in accordance with sections 39, 41 and 42 of Ontario's *Freedom of Information and Protection of Privacy Act*. The purpose of this processing is for advancement activities and alumni development purposes. If you have any questions about the processing of personal information by Carleton University, please contact the Manager, Privacy & Access to Information, by phone at 613-520-2600 ext. 2047 or by e-mail via University_Privacy_Office@carleton.ca. You may also visit carleton.ca/privacy for additional information and notices.

Under current tax regulations, your donation of publicly traded securities is exempt from capital gains tax only when you transfer the securities in-kind. To donate publicly traded securities, follow these simple steps:

1. Complete this form with your broker. Carleton University cannot initiate this transfer on your behalf.

Mutual funds cannot be donated using this form. Should you wish to donate mutual funds please contact Melissa Forrest at melissa.forrest@carleton.ca to obtain the correct form.

2. Prior to transferring securities to Carleton's account your broker should send a completed PDF copy of this form to:

Carleton University by email at melissa.forrest@carleton.ca

3. Your broker can then arrange the electronic transfer of securities to Carleton's account

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A receipt will be issued to the donor based on the fair market value of the securities on the date (closing price) the securities are received into the University's brokerage account.

If your broker has questions about the gift of securities electronic transfer process please contact Melissa Forrest at melissa.forrest@carleton.ca.

Any questions directed at CIBC can be sent to CDCTeam1.inquiries@cibcmellon.com. We would be pleased to answer any and all questions.