



## Charitable Gift of Securities

*Donating appreciated securities is simple, cost-effective and the most tax-efficient way to make a charitable gift. By donating securities, donors pay no tax on capital gains, receive a tax receipt for the securities' fair market value, and reduce their taxes.*

### Tax Advantages

You are not required to declare capital gains income on securities that have been donated to charity. The entire amount of the donation results in a tax credit that may be used to offset other taxable income.

### Your Donation Costs Less

If you donate stocks that are now worth \$10,000 and you paid \$5,000 to buy them what will your donation really cost? Look at the illustration on Page 3 and you will be pleasantly surprised. In addition to the tax savings, stockbrokers do not charge fees for transferring ownership of securities.

### How to Make a Gift of Securities

Whether the securities are held as paper certificates, in a brokerage account or as an ETF, it is important to know that the ownership of the shares must be transferred. You/your broker can not sell them first to realize the tax benefits of donating shares:

1. Have your broker transfer your shares electronically to our broker CIBC Mellon Global Securities (Letter of Direction, **Gift of Publicly Traded Securities Form** attached);
2. Securities that are held within a trust or held in dividend reinvestment plans may require the additional step of certificating the stock in your name

before the transfer can be completed to Carleton University;

3. If you hold share certificates in paper form, call the Personal and Planned Giving team for the appropriate forms and instructions on how to make a donation of stock certificates.

### How to Make a Gift of Mutual Funds

If you hold mutual funds in an account with a major brokerage firm, or if they are held in connection with a mutual fund broker/dealer, you may have your mutual funds transferred to Carleton University through our account with Scotia iTrade (see attached **Gifts of Mutual Funds Form**). Donations of mutual funds take longer to transact than gifts of stocks due to the additional steps needed to transfer ownership. The fund company may require you to sign a fund company disclaimer. Contact your broker/dealer to obtain the required form for your signature.

### A Gift of Exchange Traded Funds (ETFs)

ETFs are mutual funds that trade like stocks. Considered a marketable security, they track indices such

as the S&P 500, and trade on any stock exchange. ETFs provide the diversification of an index fund with lower costs than the average mutual fund, although unlike mutual funds whose prices are set at the close of each trading day, ETFs experience price changes throughout the day as they are bought and sold. Because of their similarity to stocks, they share the same tax-efficient benefits when being donated for charitable purposes. You will not be required to declare any gains on ETFs nor pay any tax. Use the **Gifts of Mutual Funds Form** to complete transfer of ownership of ETFs as a gift to Carleton University.

### Valuation of Your Gift

Valuation of your gift is based on the closing price of the security on the day that it is received by the University. If there is no selling price on that day, the value on the last preceding day for which there was a closing price will determine the value of the gifted stock for receipting purposes.

**A Satisfying Gift**

A gift of securities should bring you great satisfaction and the knowledge that you have made a sound investment in the future of Carleton University. Your gift will provide more opportunities for higher education and inspire the bright minds of future generations. Your cost to make the donation will be considerably less than any other means of payment.

<b>ILLUSTRATION OF TAX SAVINGS</b>		
	<b>SELL STOCK DONATE CASH</b>	<b>DONATE STOCK TO CARLETON</b>
Fair market value of stock	\$10,000	\$10,000
Cost basis	\$5,000	\$5,000
Taxable capital gain realized	\$2,500	\$0
Tax due on capital gain*	\$1,250	\$0
Charitable gift receipt amount	\$10,000	\$10,000
Charitable tax credit*	\$5,000	\$5,000
After tax cost of giving \$10,000	\$6,250	\$5,000

\* assumes approximate tax rate of 50% and other charitable gifts of \$200.

## 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

Telephone

Email

### Carleton University Information (receiving)

CIBC Mellon Global Securities Services, Toronto, ON (CUID # CMTC)  
Account number 846833, Phillips, Hager & North (DTC 0901)

### Securities Transfer Information

Security name

Number of shares

ISIN/ CUSIP

### 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](mailto:University_Privacy_Office@carleton.ca). You may also visit [carleton.ca/privacy](http://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 Stephanie Weatherall at [stephanie.weatherall@carleton.ca](mailto:stephanie.weatherall@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 both:**

**Carleton University** by email at [stephanie.weatherall@carleton.ca](mailto:stephanie.weatherall@carleton.ca)

**CIBC Mellon Global Securities** by email at [CDCTeam1.instructions@cibcmellon.com](mailto:CDCTeam1.instructions@cibcmellon.com)

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

CIBC Mellon Global Securities Services, Toronto, ON (CUID # CMTC) Account number 846833, Phillips, Hager & North (DTC 0901)

A charitable donation 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 Stephanie Weatherall at [stephanie.weatherall@carleton.ca](mailto:stephanie.weatherall@carleton.ca). Any questions directed at CIBC can be sent to [CDCTeam1.inquiries@cibcmellon.com](mailto:CDCTeam1.inquiries@cibcmellon.com). We would be pleased to answer any and all questions.

## Gift of Mutual Funds Form

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

If your broker has questions in connection with a mutual fund transfer, please contact:

### Steph Weatherall

Gifts Administration Officer  
Carleton University  
1125 Colonel By Drive  
4104 HCI Building  
Ottawa, ON K1S 5B6

Tel (613) 520-2600 ext. 1698  
Fax (613) 520-3587  
stephanie.weatherall@carleton.ca

or

### Personal and Planned Giving

Carleton University  
1125 Colonel By Drive  
4104 HCI Building  
Ottawa, ON K1S 5B6

Tel (613) 520-3636  
Fax (613) 520-3587  
plannedgiving@carleton.ca

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

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

**Step 1: When donating mutual funds to Carleton University, Scotia iTrade must be advised of the donation.**

The donor's broker may do so by e-mailing a letter of direction to [service@scotiaintrade.com](mailto:service@scotiaintrade.com).

**Questions can be directed to Scotia iTrade at 1-866-648-8566**

**Step 2: In order to ensure your transfer is handled smoothly and efficiently, your broker should reference the following account information:**

**Account Number:** 57261148-11

**Transit Number:** 75168

**Account Name:** Carleton University  
(Charitable Registration # 11883 8937 RR0001)

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A charitable donation receipt will be issued to the donor based on the fair market value of the mutual funds once they are received into the University's account.

For more information, please call, email or write to:

**Holly Greatrex** **Meghan Maack** **Owen Brady**

**Personal and Planned Giving**

Carleton University | 4104 HCI | 1125 Colonel By Drive  
Ottawa, Canada K1S 5B6

Email: [plannedgiving@carleton.ca](mailto:plannedgiving@carleton.ca)

Website: [carleton.ca/planforgood](http://carleton.ca/planforgood)

Office: 613-520-3636



The information in this brochure has been compiled from sources we believe to be reliable and is intended to provide general information only. This guide should not be construed as income tax or legal advice.

This brochure is not intended, nor should it be relied upon, to replace specific professional advice. Before acting on material contained herein, readers should seek advice that is appropriate to their personal circumstances from a professional advisor.