

## GUIDELINES FOR TRANSFERRING ASSETS

Thank you for requesting forms for the transfer of securities. Please see below our guidelines for transferring securities and mutual funds directly to PSC.

Donors may make gifts of publicly traded shares, including stocks, bonds, t-bills, etc that are traded on approved stock exchanges in Canada and certain other countries. Mutual funds are also eligible.

1. If the securities are in a brokerage account, they may be transferred by instructions from the donor to transfer the securities from their account to Parkinson Society Canada.
2. A donor who holds securities certificates may present the endorsed certificate with the signature guaranteed by the bank or the donor's broker, or an unendorsed certificate and signed stock or bond Power of Attorney with the signature guaranteed. These may be mailed to Parkinson Society Canada in advance of the closing if due precaution is observed, that is, mailing the unendorsed certificates and the stock or bond Power of Attorney separately. Re-registering the securities to Parkinson Society Canada is not recommended, as re-registration can take more than two weeks in which time the value of the securities can change. (See point #5, following.)
3. To transfer mutual fund shares, the donor and Parkinson Society Canada send letters of instruction to the Fund Company and must sign documents provided by the Fund Company. A letter of instruction states: "I request that XXX Fund immediately transfer xx shares from my account #xxx and into the name of Parkinson Society Canada. Do not sell or redeem this donation from my account."
4. To receive the full tax benefits always ensure that the securities are first transferred to Parkinson Society Canada. Please make sure that the brokerage house receives explicit instructions to transfer stock to Parkinson Society Canada investment account and not to sell the securities first. Our investment account is as follows:  
  
BMO Nesbitt Burns Account #: 365-8901313  
Dealer code: 9185, FINS #T009, CUID# NTDT, DTC # 5043.  
Our Investment Advisor is: Oscar Signoretti (416) 359-4611
5. Upon completion of the transaction, the donor will receive a charitable tax receipt for the fair market value. In the case of stocks and bonds, fair market value is the closing price on the date of the gift. For mutual funds, it is the "bid" price on the date of the gift. If there is no closing or bid prices on that day, use the closing or bid prices on the last preceding day for which there were closing or bid prices.
6. It is the responsibility of the donor's broker to inform the Parkinson Society Canada of the donor's contact information for tax receipting purposes. Should the donor wish to remain anonymous their gift will **not** be published or publicly announced.

Should you require any other information, please feel free to call me, Elizabeth Banman, at 1-800-565-3000 ext. 3385 or [Elizabeth.Banman@parkinson.ca](mailto:Elizabeth.Banman@parkinson.ca)

Thank you for considering donating securities.

## LIST OF ASSETS TO BE TRANSFERRED

	NO. OF UNITS	DESCRIPTION OF SECURITY	ACCOUNT NO. (IF KNOWN)
1.			
2.			
3.			
4.			
5.			

## VALUING YOUR GIFT

The value of your gift, for tax receipt purposes, is based on the closing price of the security on the day the securities are received by Parkinson Society Canada.

## DONOR INFORMATION

It is the responsibility of the donor or donor's broker to inform the Parkinson Society Canada of the donor's contact information for tax receipting and recognition purposes. Should the donor wish to remain anonymous their gift will **not** be published or publicly announced. Without the information below we will be unable to provide a tax receipt for the gift.

<b>Your Surname</b>		<b>Your First Name</b>	
<b>Address</b>			
<b>Business Tel.</b>		<b>Home Tel.</b>	
<b>Fax</b>		<b>E-Mail</b>	

Please fax/send this form to your broker with the following instructions:

Please transfer the above mentioned securities to Parkinson Society Canada's Brokerage account with the following information:

BMO Nesbitt Burns-Account #: 365-8901313 –Dealer-9185  
Parkinson Society Canada's Investment Advisor is: Oscar Signoretti (416) 359-4611

☐ Parkinson Society Canada may list my name in donor recognition material

OR/

☐ I wish to remain anonymous

Signature \_\_\_\_\_