

# A Gift of Securities to the Alberta Cancer Foundation

## Instructions for Transferring Stocks or Mutual Funds

Thank you for making a gift of stocks, bonds, or mutual funds to the Alberta Cancer Foundation. You are making an impact for Albertans facing cancer and doing so in the most tax efficient way possible.

Following these three steps will help you quickly and easily donate your gift of publicly-listed securities to the Alberta Cancer Foundation.

**Step 1: Complete the transfer form** titled "Letter of Authorization from Donor to Broker" available from your Alberta Cancer Foundation contact, at any one of our offices, and on our website.

**Step 2: We'll ensure your securities can be transferred.** Email or fax the completed form to your Alberta Cancer Foundation contact or our Manager, Planned Giving at [christy.soholt@albertacancer.ca](mailto:christy.soholt@albertacancer.ca) or fax: 780-643-4399. We will confirm our ability to accept the transfer with our Investment Manager and will have a response to you in no later than two business days.

**Step 3: Initiate the transfer with your broker.** Once we have confirmed and get back to you, email, fax or deliver the completed form to your broker or investment advisor who will initiate, and be responsible for, the transfer. Notifying us when this step is completed will enable us to help make the transfer happens as timely as possible.

**Additional note for gifts of mutual funds** – To transfer a mutual fund, your broker or delivering institution will also need to submit a Power of Attorney form with your Letter of Authorization transfer form. See our Frequently Asked Questions section for more information on this form.

### Important Notes:

- Your receipt will be valued based on the closing price on the day when the shares are legally transferred to the Foundation's account at our custodial agent, RBC Investor Services. (Note: Shares are considered legally transferred only when delivery is confirmed by our custodial agent)
- The Alberta Cancer Foundation's policy for donated securities is to use them to our best financial advantage as per the direction of our Investment Manager. As such, there may be securities that we are not able to accept and we reserve the right to accept or decline specific securities. Please contact us in advance to be sure your gift can be accepted

# Alberta Cancer Foundation Gifts of Marketable Securities

## Letter of Authorization from Donor to Broker

To transfer securities to the Alberta Cancer Foundation, please complete this form and send to Christy Soholt, Manager, Planned Giving at [christy.soholt@albertacancer.ca](mailto:christy.soholt@albertacancer.ca). Once we reply to confirm we can accept, fax or email the form to your broker to initiate the transfer.

<b>Donor Information</b>			
Name			
Address		City	Prov. Postal Code
Daytime Phone		Email	Foundation Contact ( <i>if applicable</i> )
Donor's Signature		Date	
<b>Description of securities to be donated</b>			
Please <i>check one</i> : <input type="checkbox"/> Shares <input type="checkbox"/> Mutual Funds (Power of Attorney from delivering institution required)			
Quantity		Name of Security/Mutual Fund (or attached list of securities)	
CUSIP # (or attached list)		Expected Date of Transfer	
<b>Use of Funds (<i>please check one</i>)</b>			
<input type="checkbox"/> I would like my gift to be designated where the need is greatest			
<input type="checkbox"/> I would like to direct my gift to: _____			
<b>Broker/ Brokerage Account Information</b>			
Broker's Name		Financial Institution	
Broker's Phone Number		Broker's Email	
CUID or DTC#		Account Number	

<b>Transfer Details to the Alberta Cancer Foundation</b>			
Delivery of securities for CAD settlement should be made via RBC Investor Services:			
Reference Account Name: Alberta Cancer Foundation.			
<b>Delivering to:</b> <b>(<i>check one</i>)</b>	<input type="checkbox"/> Canadian Transfers via CDS:	Reference Account#: 109323002	CUID: RTRA
	<input type="checkbox"/> US transfers via DTC:	Reference Account#: 109323003	DTC: 901-298307

**Brokers:** Please contact Muhamad Assaf at [muhamad.assaf@rbc.com](mailto:muhamad.assaf@rbc.com) or fax: 416-955-6138 to arrange delivery prior to date of transfer. For mutual funds, broker code is 9190/HMW

Please note: All transfers of securities to the Alberta Cancer Foundation are subject to review, approval, and acceptance by the Foundation.



# Transferring Securities to the Alberta Cancer Foundation

## Frequently Asked Questions

To assist further, we've provided some responses to some frequently asked questions; however, please always feel free to contact us to discuss your specific transfer.

### 1. Which fields are required?

All of the information is important; however, the following fields are **required** in order for a transfer to be able to proceed:

- **Donor name and contact information** – Donor name and mailing address is needed in order for us to be able to issue a charitable tax receipt.
- **Donor signature** – the signature is required to authorize the transfer
- **Security Name(s) and Quantity of Shares**
- **CUSIP #** - CUSIP stands for the Committee on Uniform Securities Identification Procedures. All securities have a unique CUSIP identifier that is nine characters in length, consisting of numbers and letters.
- **CUID or DTC #** - This code is a unique identifier of the institution currently holding and therefore delivering the security. In Canada, for securities held on the CDS, the customer unit identifier (CUID) is a four letter code. In the US, for securities held on the Depository Trust Company (or DTC) this is a four digit code. Self-managed securities also require the CUID or DTC to identify the institution holding the securities.
- **Indication of which depository security will be transferred in to** – If Canadian traded on the CDS, please deposit on the CDS as per the account details. If US traded on the DTC, please deposit to DTC as per account details. By indicating where your gift will be on the form, we can efficiently locate it.
- **For Mutual Funds - Power of Attorney Transfer form** – Mutual Funds are registered in the name of your institution where they are held, or in some cases in your own name. To gift them, they need to be re-registered into the name of the Alberta Cancer Foundation, which is accomplished by the institution submitting a Power of Attorney form to the transfer agent to re-issue the mutual fund in our name. Once they are re-registered, they will be legally transferred to the Foundation's account at our custodial agent. Your receipt will be valued based on the closing price on the day when the mutual fund is received in the Foundation's account.

### 2. Why does the form need to go to the Alberta Cancer Foundation before I send it to my broker?

The Alberta Cancer Foundation is grateful for your thoughtfulness and gift and need to put your generosity to work for Albertans facing cancer. With the information you provide to us first, our collaborative team is able to set us up to make the most impact possible by guiding the right course and setting up the transfer as quickly and smoothly as possible.

### 3. When will I receive my charitable tax receipt and what will it be valued at?

Your receipt will be valued based on the closing price on the day when the shares are legally transferred to the Foundation's account at our custodial agent, RBC Investor Services. (Note: Shares are considered legally transferred only when delivery is confirmed by our custodial agent). Your receipt will be issued as soon as we can after we receive the shares. Note: We ask for security transfers to be started prior to December 15 to ensure a tax receipt can be issued by year-end.