



# Donation of Securities | Authorization to Transfer ScotiaMcLeod

The University of Western Ontario  
Charitable Business Number  
10816 2587 RR0001

### The Process:

1. Forward the completed transfer form to your broker/investment advisor to initiate your electronic transfer of securities.

**Western cannot initiate this transfer on your behalf.**

2. Forward a copy of the completed transfer form to Western for our records. **Unexpected and/or unidentifiable transfers make it difficult to issue appropriate tax receipts.**

3. Please be advised that in normal circumstances, the value of the donation receipt will be based on the closing price of the security on the day the securities are received into Western's brokerage account, in accordance with our Board Policy and Canada Revenue Agency Regulations.

## 1) Donor Details

Corporation Name: \_\_\_\_\_ **OR**  
 First Name: \_\_\_\_\_ Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Preferred Title:  Ms.  Miss  Mrs.  Prof.  Mr.  Dr.    Anonymous:  Yes  No  
**Address:** Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_ Apt#: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Preferred Point of Contact:  Home  Business    Your Contact at Western: \_\_\_\_\_

## 2) Securities Transfer Authorization

### A) Please submit to your broker to initiate the transfer

Broker/Institution: \_\_\_\_\_ Address: \_\_\_\_\_  
 Financial Advisor: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

I hereby authorize a transfer of the following securities as a gift to The University of Western Ontario

Name of Shares: \_\_\_\_\_ Number of Shares: \_\_\_\_\_ Currency:  CAD  
 USD  
 From my account #: \_\_\_\_\_

To the Western account at ScotiaMcLeod:

<u>439-85234-1-7</u>	<u>T085</u>
ACCOUNT # (Canadian)	FIN # (Canadian)
<u>Same as above. Must indicate shares are in U.S. funds.</u>	
ACCOUNT # (US)	FIN # (US)

Contact Name: Sarah Jajal  
 Telephone: 519-660-3238    Fax: 519-660-3208

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

### B) Please send a copy by fax to:

Debb Faulkner - Financial Officer, Advancement Operations  
Suite 260, Westminster Hall, The University of Western Ontario  
London, ON N6A 3K7

Tel: 519-661-2111 x85186  
Toll Free: 1-800-420-7519  
Fax: 519-661-4182

## 3) Purpose of the Gift

Please indicate the purpose of the gift and any instructions:

\_\_\_\_\_  
\_\_\_\_\_

**Thank you for your donation!**

## Privacy

Western respects your privacy. Personal information you provide will be updated on our database and used to provide you with a receipt for your gift or pledge, and provide information about events and activities, alumni programs and services, and fundraising.

At any time you have the right to request that your personal information cease to be used for alumni programs and services or for fundraising purposes. For more information or to make a request, please go to [http://advancement.uwo.ca/about/privacy\\_policy.html](http://advancement.uwo.ca/about/privacy_policy.html) or contact Advancement Services at (519) 661-4176, 1-800-420-7519, by fax at (519) 661-4182 or by email at [advser@uwo.ca](mailto:advser@uwo.ca).

## Value of Donated Securities

Your gift of publicly traded securities will be valued for receipting purposes at the close of day market value on the day the security is received in Western's brokerage account. Although donated securities are normally sold the same day they are received, there may still be a small fluctuation in value due to the difference between receipt and sale times. This in no way affects the value you will be able to claim on your tax return, which will be the value shown on your donation receipt.

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