



# GIFT OF MUTUAL FUNDS TO SICKKIDS FOUNDATION ( FOR CANADIAN LISTED MUTUAL FUNDS ONLY )

Please note that SickKids Foundation is unable to issue an income tax receipt until we are aware of your donation. In order to ensure prompt and accurate receipting of your donation, **prior to transferring mutual funds to our account, please fax or email this form to:**

### SickKids Foundation

attn: Finance

525 University Avenue, Suite 835

Toronto, Ontario M5G 2L3

P 416-813-8181 or 416-813-4973

F 416-813-4912

E [finance.information@sickkidsfoundation.com](mailto:finance.information@sickkidsfoundation.com)

### Donor Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Description of Mutual Funds

This letter will confirm my intention to donate the following mutual funds to SickKids Foundation:

Mutual Fund Description \_\_\_\_\_ Quantity \_\_\_\_\_ CUSIP/ISIN \_\_\_\_\_

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### Broker/Delivering Custodian Information

Name of Firm \_\_\_\_\_ FINS# \_\_\_\_\_ Fax \_\_\_\_\_

Name of Broker \_\_\_\_\_ Phone \_\_\_\_\_

Account Name \_\_\_\_\_ Client Account Number \_\_\_\_\_

### Gift Designation

Highest Priority Needs of SickKids Foundation (default); or

Specific Designation:

\_\_\_\_\_ Date (Day/Month/Year) \_\_\_\_\_

### Donor Authorization

Signature \_\_\_\_\_

To transfer mutual funds, please advise your broker of the following details:

Transfer to:

RBC/Dexia Investor Services for SickKids Foundation

c/o RBC Dominion Securities; Account No. 441-59172-12



## GIFT OF MUTUAL FUNDS TO SICKKIDS FOUNDATION ( FOR CANADIAN LISTED MUTUAL FUNDS ONLY )

To donate your gift of mutual funds to SickKids Foundation, please follow the following five steps:

1. In order to facilitate the transfer, download and complete all sections of the transfer form (Canadian Mutual Funds) and return a copy of the completed form to the Finance Department at SickKids Foundation. Forms can be faxed to 416.813.4912 emailed to [finance.information@sickkidsfoundation.com](mailto:finance.information@sickkidsfoundation.com), or sent by mail to:

**Attn: Finance**

**SickKids Foundation**

525 University Avenue, Suite 835  
Toronto, ON M5G 2L3

**PHONE** 416-813-8181 or 416-813-4973

**FAX** 416-813-4912

**Note:** Forms sent by mail will delay the start of the transfer process, and may affect the ultimate receipt value. Please notify the Finance Department at the Foundation by telephone at 416-813-8181 or 416-813-4973 if you send by mail.

2. The donor must provide the investment manager with written permission giving the manager authority to transfer the mutual funds on the donor's behalf.
3. The investment manager must then write a letter to the mutual fund company outlining how the mutual fund should be reregistered. This letter should include at least the following information:

“We give you the authorization to transfer in-kind (XXXXXX) number of shares of your fund from donor's account (XXXXXX) to the RBC INVESTOR SERVICES TRUST FOR SICKKIDS FOUNDATION account, c/o RBC Dominion Securities account #441-59172-12, Dealer Rep #9190-GA2 Barbara Reid.”

Barbara Reid can be contacted at Dominion Securities at 1-800-668-6285.

Please confirm with the mutual fund company whether any additional information is required.

**Note:**

It may take the mutual fund company several days to process the transfer.

4. Please inform the Finance Department at the Foundation once the transfer has been completed. Unexpected and/or unidentifiable transfers may make it difficult for us to issue the appropriate tax receipt.
5. Please be advised that the value of the donation receipt will be based on the closing price of the security, on the day the securities are received by the Foundation's custodian, in accordance with our Board Policy and Revenue Canada Regulations.