

## **INSTRUCTIONS FOR MAKING A GIFT OF PUBLICLY-TRADED SECURITIES TO ALBERTA LUNG ASSOCIATION**

**STEP 1** Download/Complete the Securities Transfer Form including the CUSP # of the assets being transferred (the gift) and send to your broker via fax or email to begin transfer process.

**STEP 2** Also email the completed form to the Alberta Lung Association and their Broker notifying them of the pending gift.

**Dana Thomas, Alberta Lung Association**

Email: [financedirector@ablung.ca](mailto:financedirector@ablung.ca)

**Will Forrest, RBC Dominion Securities Inc.**

Fax: 780-426-7838

Email: [will.forrest@rbc.com](mailto:will.forrest@rbc.com)

Alberta Lung Association (ALA) is a registered charity. (Charitable Registration (B.N.) 13031 8041 RR0001). The donated securities are normally sold by ALA, and the net proceeds from the sale will be available for the gift designation as described on the Securities Transfer Form.

Other than possible income tax benefits and any recognition that ALA may provide at its sole discretion in accordance with its practice of acknowledging gifts of this nature, the Donor confirms that neither the Donor, nor any person related to the Donor, will receive a benefit or advantage of any kind, now or in the future as a result of the Donor making the gift. To assist with the Association's costs, including processing, receipting, investment management, stewardship and granting, 5% of the gift will be allocated to ALA.

Electronic delivery can take 2-10 days depending on the broker, though 2 days is typical. Mutual funds can take 10-30 days.

Once the securities transfer has completed and confirmed, ALA will issue a charitable tax receipt to the donor. For valuation purposes, the value of the gift shall be the closing market price of the securities comprising the gift at the time the gift is received by ALA.

### **If you have questions or need more information, please contact:**

**Dana Thomas**

Alberta Lung Association

780-488-6819 ext 326 or 587-414-1814

[financedirector@ablung.ca](mailto:financedirector@ablung.ca)

## SECURITIES TRANSFER FORM

### Donor Information

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

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

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

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

### Description of Securities - Equities/Mutual Funds/Bonds

This form will confirm my intention to donate the following securities to Alberta Lung Association:

Security Description \_\_\_\_\_ Quantity \_\_\_\_\_ CUSIP/ISIN/FUND CODE \_\_\_\_\_

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### Broker

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

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

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

### Gift Designation

☐ Highest Priority Needs of ALA (default) or

☐ Specific Designation: \_\_\_\_\_

### Donor Authorization

I wish to make a charitable gift consisting of listed securities to the Alberta Lung Association (B.N.) 13031 8041 RR0001. Further to this, please accept this form as my authorization for you to transfer in-kind, the above listed securities from my brokerage account to the Alberta Lung Association custody account held at RBC Dominion Securities (trade settlement details below). It is my understanding that this transfer and gifting represents a disposition for which I will be provided with a donation receipt from the Alberta Lung Association. The amount of the receipt will be based on the value as of the close of trading on the date they are received by the Alberta Lung Association in their custody account.

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

**RBC Dominion Securities ACCOUNT: 73637-08814**

**DEALER NUMBER: 9190 REP NUMBER: P9Q EUROCLEAR#: 90065 CUID: DOMA DTC: 5002**