



## GUIDELINES FOR TRANSFERRING ASSETS

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

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, the donor may request to transfer the securities from their account directly to Parkinson Canada. Brokerage account details are on page 2. **\*\*\*If you are donating a US stock (Apple, Google, etc.) use the US securities account Account Number: 6C7AZMB (DTC: 5008). For Canadian Securities, use Account Number: 6C7AZMA (FINS: T080) (CUID: NBCS). For Mutual Funds use Dealer Code: 9822 (CUID: NBCS) (Rep Code: A6WE) All accounts are included in the Letter for Authorization form.**
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 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 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 must send a letter 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 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 Canada. Please make sure that the brokerage house receives explicit instructions to transfer stock to Parkinson Canada investment account and not to sell the securities first.
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 Parkinson Canada of the donor's contact information for tax receipting purposes. Please complete the next page and 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 Naseem Jamal, at 1-800-565-300, or email at [naseem.jamal@parkinson.ca](mailto:naseem.jamal@parkinson.ca).



## LETTER OF AUTHORIZATION FROM DONOR TO BROKER

To transfer securities to Parkinson Canada, please complete this form and:

- (1) Email a copy to your broker.
- (2) Your broker will send your request to: National Bank Independent Network (Parkinson Canada's Broker)  
Attention: Admin Doherty **Email: admin@doherty.ca**
- (3) Email a copy to Parkinson Canada so we can send you a tax receipt.  
Attention: Naseem Jamal at **naseem.jamal@parkinson.ca.**

### Donor Information

**Your Surname:** \_\_\_\_\_ **Your First Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*Parkinson Canada collects the personal information requested on this form for the purpose of processing your donation and, for qualifying donations, issuing a tax receipt.*

### Description of Securities to be Donated

Your Investment Account Number: \_\_\_\_\_

	Number Of Units	Name Of Security	CUSIP #	Expected Date of Transfer
1.				
2.				
3.				

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 Canada.

### Brokerage Account Information For Parkinson Canada

Please transfer the above mentioned securities to Parkinson Canada's brokerage account:

**National Bank Independent Network**

**Canadian Account #:** 6C7AZMA **Canadian Dealer Code:** (FINS: T080) (CUID: NBCS)

**US Account #:** 6C7AZMB **US Dealer Code:** (DTC: 5008)

**Mutual Funds Dealer Code:** 9822 (CUID: NBCS) (Rep Code: A6WE)

**Our Investment Advisor is:** Admin Doherty **Email: admin@doherty.ca**

- ( ) Parkinson Canada may list my name in donor recognition material as: \_\_\_\_\_
- ( ) I wish to remain anonymous.
- ( ) I would like to opt in to receive information about Parkinson Canada initiatives and fundraising.

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:**