



A gift of mutual funds can be designated for a purpose close to your heart or for the University's greatest needs. You may transfer mutual funds as a one-time gift, or as a payment on an existing pledge.

## IMPORTANT—PLEASE COMPLETE ALL FIVE STEPS

If any step is omitted, your stock transfer may appear unexpected or unidentifiable, and therefore be rejected for legal reasons. Please contact the Gift Planning Office at (416) 978-2214 with any questions about the process; we will be happy to assist.

### STEP ONE—Check you are using the correct form

This form is for gifts of Canadian Mutual Funds. If your gift consists of Canadian Stock or U.S. Stock, please download the appropriate form: [Canadian Stock >](#) [U.S. Stock >](#)

### STEP TWO— Complete all fields describing you and your mutual funds

#### Donor Information

Name for Charitable Receiving Purposes: \_\_\_\_\_

Full Address: \_\_\_\_\_

#### Delivering Broker Information

Brokerage Firm Name: \_\_\_\_\_

Broker Name & Telephone: \_\_\_\_\_ ( ) \_\_\_\_\_

CUID: \_\_\_\_\_ FINS: \_\_\_\_\_ Dealer/Rep Code: \_\_\_\_\_

#### Mutual Funds Information

Fund Name: \_\_\_\_\_ Fund Code: \_\_\_\_\_

Number of Units: \_\_\_\_\_ Estimated Market Value: \$ \_\_\_\_\_

#### Gift Designation

Highest priority needs of the University; or

Specific designation(s): \_\_\_\_\_

I have already spoken with a U of T Development Officer:  No  Yes (Name: \_\_\_\_\_)

### STEP THREE—Declaration and signature

The undersigned approves transferring the above noted shares as a charitable donation to the University of Toronto.

I understand all donated shares are sold immediately upon receipt. The proceeds may be higher or lower than the value of my charitable gift receipt with the receipted value based on the day's net asset value or the next available valuation day the University of Toronto receives the fund into our account at BMO Nesbitt Burns.

Signature of Donor: \_\_\_\_\_

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

## STEP FOUR—Instruct your broker

I have instructed my broker to initiate the mutual fund transfer to:

BMO NESBITT BURNS

CUID: **NTDT**

FINS: **T009**

Dealer/Rep Code: **9185/HH3**

Account: **The Governing Council of the University of Toronto**

Account Number: **370-06809-15**

I have instructed my broker to then fax the mutual fund P/A form to the BMO Transfer-In Dept. at 1-844-266-8495, stating CHARITABLE DONATION on the cover sheet.

**The Governing Council of the University of Toronto's Charitable Registration No. is 108162330RR0001**

Please contact William A.L. Brown (voice: 416-359-6833; fax: 416-359-6225), or Samia Beg (voice: 416-359-4024; fax: 416-359-6225) @ BMO with any special concerns.

## STEP FIVE—Return this completed form to the University of Toronto

In order to ensure a successful transaction of my donated mutual funds, I am now returning a copy of this form to the Office of Gift Planning:

Fax: (416) 946-7574

E-mail: [gift.plan@utoronto.ca](mailto:gift.plan@utoronto.ca).

*Qualifying mutual funds include: shares, debt obligations or rights listed on a designated stock exchange, a share of the capital stock of a mutual fund corporation, a unit of a mutual fund trust, an interest in a related segregated fund trust, or a prescribed debt obligation.*

## THANK YOU FOR YOUR GIFT