



**Direction to Gift Shares to the Community Foundation of Ottawa**

**Please complete and fax this form to:**

Margot Sunter, Director of Finance and Administration, Community Foundation of Ottawa  
**Fax: 613-236-1621 T: 613-236-1616 x 225 Email: [msunter@cfo-fco.ca](mailto:msunter@cfo-fco.ca)**

**Community Foundation of Ottawa transfer information:**

Charitable registration no. 119227981RR0001)  
 TD Waterhouse: Account No. 6Y6962A (FINS T-007) or, for US securities, Account No. 6Y6962B (DTC 5036)  
 Mutual Fund Dealer # 9900 Rep Code YBPZ

**Donor and share information:**

<b>Donor/Registered holder</b>	<b>Name:</b>	_____
	<b>Address:</b>	_____
	<b>Telephone/Email</b>	_____
<b>Shares</b>	<b>Name:</b>	_____
	<b>Number:</b>	_____
	<b>Approximate \$ Value*</b>	_____
<b>Investment Advisor:</b>	<b>Name:</b>	_____
	<b>Firm:</b>	_____
	<b>Email (required):</b>	_____
	<b>Telephone:</b>	_____

**Direction to gift shares:**

I hereby direct you to transfer the above named shares to the Community Foundation of Ottawa. This gift is intended for the:

\_\_\_\_\_  
 Name of Fund

I would like this gift to be:

- Endowed (retained permanently as part of the capital of the fund)
- Flow-through (granted in entirety within one year)

\_\_\_\_\_  
 Signature of registered holder and donor

\_\_\_\_\_  
 Date

*\*A receipt will be issued for the donation amount. The donation amount is the value of the securities at the close of business on the day the securities are received in the Foundation's account.*