

## HOW TO DONATE MUTUAL FUNDS TO THE WDMH FOUNDATION



Expanding the circle  
of compassionate care  
LET'S BUILD THE NEW DUNDAS MANOR.

Whether the mutual funds are held with a major brokerage firm, or if they are held in connection with a mutual fund broker/dealer, you may have your mutual funds transferred to the WDMH Foundation through our account with RBC Dominion Securities (see “[Letter of Intent, FORM 2](#)”). It is important to know that the ownership of these shares must be transferred to us. You/your broker cannot sell them first in order to realize one of the tax benefits (avoiding capital gains) of donating shares to the WDMH Foundation.

Also, donations of mutual funds take longer to process than gifts of stocks due to the additional steps needed to transfer ownership. The fund company may require you to sign a fund company disclaimer. Contact your broker/dealer to obtain the required form for your signature.

1. To transfer units of mutual funds electronically, please complete “[Letter of Intent, FORM 2](#)” with your broker and give copies to your broker as well as the WDMH Foundation.

2. Your broker should contact and deliver the form and transfer the units to our agent, RBC Dominion Securities

Account of: WDMH Foundation

Account Number: #504-02397-16

Dealer Code: 9190-E75

Receiving Institution: RBC Dominion Securities Inc.

Contact: Kathy Hunt, CIM, FMA, FCSI, Portfolio Manager

Phone: 613-345-7074 OR Toll-Free: 1-800-567-0533 Fax: 613-345-7707

Email: [kathy.hunt@rbc.com](mailto:kathy.hunt@rbc.com)

3. The Foundation will be advised by RBC Dominion Securities once the units have been transferred to the brokerage account.

4. The value of the official income tax receipt will be for the value of the mutual fund units when they settle into the Foundation's brokerage account, as this is when the transfer of property is deemed to have taken place. Donated mutual funds will be sold immediately by the Foundation as stated in the investment policies of the Foundation.

WDMH Foundation  
566 Louise Street  
Winchester, Ontario  
K0C 2K0

**WDMH Foundation Charitable Registration Number: 892824368 RR0001**



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**How to Make a Gift of Mutual Funds**

If you hold mutual funds in an account with a major brokerage firm, or if they are held in connection with a mutual fund broker/dealer, you may have your mutual funds transferred to the WDMH Foundation through our account with RBC Dominion Securities (see below, [Letter of Intent, FORM 2](#)).

Donations of mutual funds take longer to process than gifts of stocks due to the additional steps needed to transfer ownership. The fund company may require you to sign a fund company disclaimer. Contact your broker/dealer to obtain the required form for your signature.

**LETTER OF INTENT, FORM 2**

***Direction to Transfer Mutual Fund Securities In-Kind Electronically for Donation***

Contact Information for Donor (\*required information)

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\*First Name \*Last Name

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\*Street Address (Including PO Box, if applicable)

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\*City \*Province \*Postal Code

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\*Preferred Daytime Phone Number Email Address

- Please direct my gift to the Dundas Manor Redevelopment Fund – For a new and vibrant Dundas Manor Long-Term Care Home.**

Donor initial \_\_\_\_\_

**To:**

\_\_\_\_\_  
Brokerage Firm Name (and FINS #)                      \*Contact Name

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

\_\_\_\_\_  
Brokerage Firm Contact Name                                              Telephone Number & Extension

\_\_\_\_\_  
Brokerage Firm Contact Email Address

**Re:**

\_\_\_\_\_  
Donor(s) Name(s)                                              Account #

\_\_\_\_\_  
Address of Donor(s)    City                                              Province                                              Postal Code

I empower you, my broker, to make free delivery of the following mutual funds from my account electronically, for deposit as a donation-in-kind to the WDMH Foundation  
**(Charitable Registration # 89282 4368 RR0001)**, to:

Account # 504-02397-16  
Dealer Code 9190-E75

Number of Units	Mutual Fund Name (including Full Fund Code)
_____	_____
_____	_____
_____	_____
_____	_____

You, my/our broker, are further directed to execute this transfer immediately upon receipt of this notice. To acknowledge receipt of this instruction, immediately fax a signed copy of this form to RBC Dominion Securities at 613-345-7707 or send by e-mail PDF to kathy.hunt@rbc.com.

_____	_____	_____
Date	Name (please print)	Signature of Donor
_____	_____	_____
Date	Name (please print)	Signature of Donor

I acknowledge receipt of this direction to transfer mutual funds.

\_\_\_\_\_  
Donor's Brokerage                                              Firm Signature                                              Date

