



Big Brothers Big Sisters of Ottawa
Grands Frères Grandes Sœurs d'Ottawa

How to Donate Shares to Big Brothers Big Sisters of Ottawa (BBBSO)

*Thank you for considering donating shares to Big Brothers Big Sisters of Ottawa.
It's a great way to support our mentoring programs for at-risk youth in Ottawa.*

Please follow these steps:

1. Please complete the required information on the following page, entitled "Transfer of Shares to BBBSO," then sign and date the form at the bottom.
2. Send a copy to your broker where the shares are held with instructions to execute the share transfer. Please note that in order to benefit from the elimination of tax on capital gains on donated shares, the shares must be transferred "in-kind" and not cashed.
3. Please return a copy of the signed "Transfer of Shares to BBBSO" form either by fax to 613-247-2240 with attention to Monique Flocco, or scan and e-mail to moniquef@bbbsso.ca. We will inform BBBSO's broker of the transfer.

Once the securities are received in our account, BBBSO will issue a charitable tax receipt based on the value of the shares the day they were received.

Please contact Monique Flocco at 613-247-4776 x 319 or moniquef@bbbsso.ca should you have any questions or require further information.

Thank you for making a difference in the lives of at-risk youth in Ottawa!



Big Brothers Big Sisters of Ottawa

1645 Woodroffe Avenue, Room 12, Ottawa, ON K2G 1W2 | Charitable Registration # 10679 4431 RR0001

Transfer of Shares to BBBSO

Please complete all information, sign and fax to 613-247-2240,
or scan and e-mail to moniquef@bbbsso.ca

Date: _____

To: _____
(Donor's Broker)

(Broker's Address)

From: _____
(Donor's Full Name)

(Donor's Address)

(Donor's Email Address)

(Donor's Phone Number)

INSTRUCTIONS

Please transfer _____ number of shares of _____,
currently valued at \$ _____ per unit* from my account to Big Brothers Big Sisters of Ottawa.

**the final value of the transaction will be established at the time of the transfer.*

DEBIT

Donor's Account Name: _____

Donor's Account Number: _____

CREDIT

Please transfer to BBBSO's broker:

Broker's Name: RBC Direct Investing

Dealer # 9190

FIN # T002

CUID # DOMA

DTC # 5002

Account # 687-59211-13

(Donor's Signature)

(Date)