

# Gifts of publicly traded securities and mutual funds: Guidelines for transferring assets

## Brokerage Accounts

The easiest and safest method of transfer exists if your shares are in a brokerage account. Tell your broker to transfer the shares directly from your brokerage account into the Alzheimer Society's brokerage account.

## Share Certificates

If you own share certificates, you may donate an endorsed certificate with your signature guaranteed by the bank or your broker, or an unendorsed certificate and a signed stock or bond power of attorney with the signature guaranteed. Certificates may be delivered by courier to the Alzheimer Society if due precaution is observed, meaning the unendorsed certificates and the stock or bond power of attorney are delivered separately.

Re-registering the share certificates in the name of the Alzheimer Society is **not** recommended, as it can take more than two weeks during which the value of the shares can change significantly.

## Transferring Mutual Funds

To transfer mutual fund shares, the donor must send a letter of instruction to the fund company (i.e. AGF or Mackenzie Financial, etc.) You, the donor, must sign documents provided by the fund company. A letter of instruction states:

"I request that (name of mutual fund) immediately transfer (number) shares from my account # \_\_\_\_\_ into the name of the Alzheimer Society. Do not sell or redeem this donation from my account. After the Alzheimer Society receives confirmation that the shares are in its account, it may authorize the sale of the shares to use to further its mission."

The Alzheimer Society is pleased to provide you with a Securities Donation Intent Form\* to complete the transaction. Please contact our office to have this form sent and explained to you.

***\*The Alzheimer Society's Securities Donation Intent Form should accompany your letter of instruction to your financial institution.***

Be our *Super Hero* – Do your Will and Powers of Attorney Today!