

# Inside Out

**You can make a donation of stocks or securities to Inside Out in 3 easy steps.**

## **Step 1:**

Please complete the securities transfer form below.

For privacy reasons, your broker cannot disclose your name to us, so please complete the Donor Information section, including your daytime phone number with area code. Your advisor/broker will provide the CUSIP # which acts like a transaction number in case the transfer needs to be tracked.

## **Step 2:**

Send a copy of the completed transfer form to Deanna Bickford Inside Out (contact information below).

This step is important because securities are transferred into our account anonymously, without your name listed. Notifying us will ensure you receive your official receipt for income tax purposes.

## **Contact info:**

Deanna Bickford  
Director of Development  
Inside Out  
219-401 Richmond Street W.  
Toronto, ON  
Phone: 416.977.6847 X23  
Fax: 416.977.8025  
Email: [deanna@insideout.ca](mailto:deanna@insideout.ca)

## **Step 3:**

Fax or send the completed transfer form to your broker or investment advisor. Your broker or investment advisor is responsible for initiating the transfer. Additional Information: Shares/stocks are considered legally transferred only when our custodial agent confirms delivery. Your receipt will be valued based on the closing price on the day when the shares are legally transferred to the

Foundation's account at our custodial agent (TD Canada Trust...) Inside Out's policy for the sale of donated securities is to sell the shares as soon as possible after they have been received.

**THANK YOU!**