

## Instructions for Donating Publicly Listed Securities

Thank you for considering a gift of publicly listed securities to York University.

To facilitate the transfer of securities, please follow the steps below:

1) Please advise York University by email or phone of the following information:

- **Name of fund, Faculty, program, or area of interest to which the gift is designated;**
- **How your name shall appear in our donor listing (if applicable).**

We welcome the opportunity to discuss your intentions with you and provide further information you may require.

2) Fill in the *Donation of Securities Approval Form (the “transfer form”)* or have your broker complete the form. Please ensure you include your signature for authorization.

3) Fax or Email (take a photo / scan) of the completed and signed **transfer form** and send it to:

Fax: (416) 650-8220 OR Email: [dangt@yorku.ca](mailto:dangt@yorku.ca) and [barlas@yorku.ca](mailto:barlas@yorku.ca)  
York University, Division of Advancement  
Attention: Tina Dang / Marisa Barlas

4) Deliver the original **transfer form** to your broker and ask them to initiate the transfer.

**NOTE: Please allow 1 business day for York University and its agent HollisWealth to establish the set up for the transfer in, including any special instructions.**

5) York University will send you your **donation receipt** for tax purposes for the fair value of the securities as at the close of market on the day the shares settled in the University's security transfer account, held for this purpose with HollisWealth.

**NOTE: The settlement value (net proceeds from the sale of the securities), not the tax receipt value, is used to fund the purpose of the gift.**

If there is a gain on settlement, the full proceeds shall be directed to the purpose of the gift. If there is a shortfall on settlement relative to the receipted amount or intended donation amount, it is possible to reach the intended donation by arranging a top up.

If you have any questions regarding gifts of securities to York University, please contact:

**Tina Dang**  
Senior Financial Analyst  
Advancement Services and Operations  
Tel: (416) 650-8228  
Cell: (416) 797-3511  
Fax: (416) 650-8220  
Email: [dangt@yorku.ca](mailto:dangt@yorku.ca)

**Marisa Barlas**  
Associate Director Advancement - Gift Planning  
York University Advancement  
Tel: (416) 650-8221  
Fax: (416) 650-8220  
Email: [barlas@yorku.ca](mailto:barlas@yorku.ca)