

LETTER OF DIRECTION

Gifts of publicly traded securities to the University of Waterloo

Charitable #119260685RR0001

Thank you for choosing to transfer securities as a one-time gift or as a payment on an existing pledge to the University of Waterloo. The University's policy is to use the midpoint between the high and low trading price of the day, wherever possible (e.g. for stocks, EFTs). Mutual funds do not have intraday prices; in that case, we use the closing price. A charitable tax receipt will be issued per Canada Revenue Agency (CRA) regulations.

STEP ONE - Complete all fields describing you and your stock

Donor and broker information

Donor's name for charitable receipting purposes: _____

Donor's full address: _____

Brokerage firm name: _____

Broker's name: _____ Broker's phone number: _____

Market security information

Number (volume) of shares/units	Description of security	Account number, if known
_____	_____	_____
_____	_____	_____
_____	_____	_____

My gift to the University of Waterloo is to be designated to: _____

I have already spoken with a University of Waterloo Development Officer: Y N

Development Officer's name: _____

STEP TWO - Declaration and signature

The undersigned approves transferring the above noted shares as a charitable donation to the University of Waterloo.

Donor's signature: _____ Date (DD/MM/YYYY): _____

STEP THREE - Instruct your broker/advisor to initiate the transfer of shares to:

Account: 561 10442 1-4 University of Waterloo

Account Custodian: RBC Dominion Securities (D.T.C. #5002)

Financial Institution Number: FINS 0002

Contact Information: Alexandra Adach

Phone: 519-747-8682

Email: alexandra.adach@rbc.com

Date of transfer (DD/MM/YYYY): _____

STEP FOUR - Return this completed form

Please email the completed form to development@uwaterloo.ca. If you have any questions, please get in touch with Sophia Reid, Associate Director of Operations at (519) 888-4567 ext. 42966.

Thank you for your gift!