



**Thank you for considering a donation of securities to Hospice Care Ottawa!**

We strongly recommend that you consult with your financial advisor(s) before initiating any type of donation. This will ensure that you receive professional advice that is tailored to your personal financial and tax situation.

The information below will help ensure that you and your broker have all of the details that you require so your donation is completed efficiently.

**Hospice Care Ottawa Brokerage Account**

**CIBC Wood Gundy (Ottawa O'Connor Branch)**

Kevin Bon, CFA, First Vice-President/Investment Advisor

[kevin.bon@cibc.ca](mailto:kevin.bon@cibc.ca)

Tel. (613) 783-7881

150 Elgin Street, Suite 2100

OTTAWA, Ontario, K2P 1L4

You may also contact:

Lisa Stark, Investment Advisor Assistant to Kevin Bon

[lisa.stark@cibc.ca](mailto:lisa.stark@cibc.ca)

Tel. (613) 783-7838

Fax (613) 239-2917

Toll Free: 1-800-267-9345

**Receiving Institution Information:**

CIBC Account Transfer Department

161 Bay Street, 4<sup>th</sup> Floor

Brookfield Place, P.O. Box 500

TORONTO, Ontario M5J 2S8

CUID: WGDB

FINS # T079

Mutual Fund Dealer # 9280

Mutual Fund Rep Code Z50

Hospice Care Ottawa Account Number **475-14669-15**

May Court Hospice  
114 Cameron Avenue  
Ottawa, ON K1S 0X1  
Tel: 613.260.2906  
Fax: 613-260.5510

Ruddy-Shenkman Hospice  
110 McCurdy Drive  
Kanata, ON K2L 2Z6  
Tel: 613.591.6002  
Fax: 613.591.7002

La Maison de l'Est  
879 chemin Hiawatha Park  
Orléans, ON K1C 2Z6  
Tel: 613.424.6560  
Fax: 613.424.6570



### **Valuation and Tax Receipting**

Hospice Care Ottawa will issue a charitable tax receipt for the fair market value of the securities based on the value at the close of trading on the date that the securities are received in our account.

### **Sample Letter of Authorization**

Your broker may have their own Letter of Authorization or Transfer Instructions that they will require you to complete and sign. If not, we have provided a sample letter for your convenience. Could you please fax or scan and email a copy of this letter to Hospice Care Ottawa, Attn: Sue McIntosh, Fax (613) 260-5510 or [susan.mcintosh@hospicecareottawa.ca](mailto:susan.mcintosh@hospicecareottawa.ca). By notifying us that you've initiated the transfer, we can follow up with CIBC Wood Gundy if necessary.

**Thank you for supporting Hospice Care Ottawa!**

**Susan McIntosh**  
**Hospice Care Ottawa**  
**Manager, Fund Development & Communications**  
**114 Cameron Avenue**  
**Ottawa, ON K1S 0X1**  
**Tel. (613) 260-2906 Ext. 224 (May Court Hospice)**  
**Tel. (613) 591-6002 Ext. 224 (Ruddy-Shenkman Hospice)**  
[susan.mcintosh@hospicecareottawa.ca](mailto:susan.mcintosh@hospicecareottawa.ca)

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