

How to Complete a Donation-in-Kind

1. Contact one of ECAC's trading officers by email to notify them of your intention of making a donation-in-kind.
 - Stewart Wong: stewart.wong@ecac.ca
 - Ken Lam: ken.lam@ecac.ca
2. The Trading Officer will send the donor a Donation of Securities Form and be available to answer your questions.
3. Fill out and sign the Donation of Securities Form, and send the form to your broker. The broker will need to process the transfer from your account to ECAC's Direct Investing account.
4. Send a signed copy of the Donation of Security Form to one of ECAC's trading officers, for record.
5. If you have a direct investment account and do not use a broker/investment advisor, fill out the Donation of Security Form and send that to one of ECAC's Trading Officer. The form will then be sent to RBC Direct Investing Inc. to process the transfer.
6. The value of the donated securities will be determined on valuation day which is the day the transfer is completed.
7. You will be issued a charitable donation receipt by ECAC based on the value determined on the valuation day.
8. For recurring donation-in-kind transactions, it is important to notify one of ECAC's trading officers even if you have previously completed a Donation of Securities Form. This will help ensure that donation-in-kind transactions are properly tracked.