

## Important Tax Year-End Procedures

We would like to thank you for considering a gift to the Rotman School. In order to ensure the proper year-end processing of your gift, please be advised of the following:

**By Mail:** Gifts must be postmarked no later than December 31, 2011.

**By the Web:** Gifts must be received no later than December 31, 2011. You can make your gift online up until midnight on December 31<sup>st</sup> at <https://donate.utoronto.ca/give/show/2>.

**Gifts of Stock:** Gifts must be received in our account no later than December 31, 2011. For information on making gifts of stock, please call 416-978-2214, or toll-free at 1-800-463-6048, or you can email [gift.plan@utoronto.ca](mailto:gift.plan@utoronto.ca).

**For gifts made in person:** The Rotman School will be closed in observance of the holiday season (beginning at noon December 19<sup>th</sup> – January 1<sup>st</sup>). No gifts should be dropped off in person at the Rotman School after December 19<sup>th</sup> at noon to ensure you are properly credited and receipted. If you must make a gift in person, please bring it to the Division of University Advancement at:

University of Toronto  
Division of University Advancement  
21 King's College Circle  
Toronto, Ontario M5S 3J3

The Division of University Advancement will be open over the break during the following days/hours:

Wednesday, December 21 <sup>st</sup>	9:00 – 4:00 p.m.
Thursday, December 22 <sup>nd</sup>	9:00 – 4:00 p.m.
Friday, December 23 <sup>rd</sup>	9:00 – 4:00 p.m.
Wednesday, December 28 <sup>th</sup>	9:00 – 4:00 p.m.
Thursday, December 29 <sup>th</sup>	9:00 – 4:00 p.m.
Friday, December 30 <sup>th</sup>	9:00 – 4:00 p.m.

The Division of University Advancement at 21 King's College Circle will be closed on:

Saturday, December 24<sup>th</sup>  
Sunday, December 25<sup>th</sup>  
Monday, December 26<sup>th</sup>  
Tuesday, December 27<sup>th</sup>  
Saturday December 31<sup>st</sup>  
Sunday, January 1<sup>st</sup>

The easiest way to ensure you receive proper year-end giving credit is to make your gift online at [www.rotman.utoronto.ca/supportrotman](http://www.rotman.utoronto.ca/supportrotman) (click on Give To Rotman).

Should you have any questions or concerns please contact Donations Management at (416) 978-0811, by fax at (416) 978-2918 or email at [donations.management@utoronto.ca](mailto:donations.management@utoronto.ca). During the holiday closing period, for donation enquiries, please call (416) 978-0811 and for non donation enquiries, please call (416) 978-1221 or 1-800-463-6048.

And, **thank you** again for your support of the Rotman School of Management!