



Giftng securities for ministry is as easy as 1,2,3

1.

Step 1 (By You)

- Complete the Securities Transfer Form as provided below.
- Fax, Email or deliver copies of this form to BOTH:
 - Your Broker (generally they wish to witness your signature)
 - The Foundation office at (Fax: 204-897-4319 or email accounting@lutheranchurch.ca)
(this is absolutely mandatory in order for us to complete Step 3)



2.

Step 2 (By Your Broker)

- Your Broker issues a transfer order through their 'back office', who then transfers the securities to our Broker's 'back office' and into our account.

NOTE: The Foundation has NO CONTROL over 'back office' processing times, and as the securities only belong to us after they've arrived in our brokerage account, we have no ability to "check the status of a transfer".

3.

Step 3 (By the Foundation)

- Notified of the pending securities transfer, the Foundation will daily monitor our brokerage account for arrival of the securities.
- Upon arrival of the securities, the Foundation issues a 'sell order'
- Proceeds from the sale are transferred into our brokerage account less a small transaction fee charged by our Broker
- Based on the information provided on the completed form below, after the shares are sold and the cash transferred to the Foundation, we will then:
 - issue a receipt to the donor listed on the form
 - transfer funds to the organizations designated to receive gifts

It's that easy!



Frequently Asked Questions

What are the benefits of gifting via a share transfer?

For shares that have increased in value since their purchase, the benefit of using shares for charitable gifting purposes are threefold:

- the donor pays no tax on the capital gain
- the beneficiaries receive a larger gift as the full value of the shares is transferred
- the donor receives a larger charitable receipt for income tax purposes

Where can I direct my gift and how will it be used?

That is entirely up to you as the donor. Donors should indicate the organizations that are to receive the funds generated by the securities transfer, and how those funds are to be used. Often times, 'to be used as needed' is best, although specific uses may be designated providing the recipient organization is able to comply with your request.

How long does a security transfer take?

Most transfers are finalized within 2-3 business days, although securities held within mutual funds may take up to 3-4 weeks. The Foundation has no control over security transfers, nor can we check on the status of a particular transfer.

Why might there be no acknowledgement of the transfer?

Due to the internal processes used by the brokerage companies, without a copy of the share transfer form, the Foundation has no information on where, or from whom, the gifted shares were received. Even after a significant investigation is initiated and concluded, all we're given is the name of the donor, but no contact information. This is ALWAYS the reason for the delayed conclusion of the gift.

How is my Tax Receipt Calculated?

Regardless the value of the securities at the time you chose to transfer them, Canada Revenue Agency (CRA) guidelines indicate we value shares for receipting purposes based on a known and consistent point in time. As no gift is realized until the securities are deposited into our brokerage account, the charitable donation receipt is always calculated using the closing share price on the same day the securities enter our brokerage account.

What happens if the share price changes during the transfer process?

Individual share prices change daily, or even hourly, so in all likelihood once we receive the shares, the share price will be different from when you authorized the share transfer, and different again once we sell the shares. However, as soon as we're aware of shares in our account, and we've matched the shares to the paperwork previously sent to us, the Foundation immediately issues a 'sell order'. Whether the share price is higher or lower, all funds, less a nominal brokerage fee, will be disbursed in the proportion outlined on the Share Transfer Request.

Who can I speak to, if I still have questions?

Call the Gift Coordinator for your Region, as listed under Contacts at www.lutheranfoundation.ca or call 877-711-4438.

Gift of Publicly Traded Securities to Lutheran Church - Canada Financial Ministries

Donor Information (for receipting purposes):

Name: _____ Phone: _____

Full Address: _____

Beneficiary organizations will be given your name, unless otherwise indicated. Privacy Requested

Donor's Broker Information:

Firm Name: _____ Broker Contact: _____

Donor Account #: _____ CUID#: _____

Securities Information:

Description: _____

Symbol: _____ CUSIP#: _____ Number of shares to transfer: _____

Receiving Broker Information:

Firm Name: TD Waterhouse Discount Brokerage

CUID#: GIST DTC: 5036

Account Number: 837L79A for CDN \$ shares
837L79B for US \$ shares

Rep Code: 9265-0000

FAX #: 1(877) 639-4547 / 416-983-5696

Phone #: 1-800-465-5463 (TD Discount Waterhouse)

Address: Client Transfer Services
4th Floor, 77 Bloor Street West
Toronto, Canada M4Y 2T1

Gift Allocation Information:

1st Organization to receive gift: _____ Percentage Allocated: _____

Purpose of Gift: _____ or (check box) To be used as needed

2nd Organization to receive gift: _____ Percentage Allocated: _____

Purpose of Gift: _____ or (check box) To be used as needed

Authorization: (Make sure the completed form is faxed or emailed to the Foundation.)

Donor Signature Donor Name (Print) Date: _____

Witness Signature Witness Name (Print)