

Step-by-step guide to donate marketable securities to BTBC via CBOQ

Note: Update in 2017

- Scanning and emailing the forms is an alternative to faxing. Please check with CBOQ and Scotia Mcleod by telephone before you email, to make sure the email addresses are correct and that the persons are not on extended leave that may delay your transfer request. Telephone numbers are located on the donation form.
 - CBOQ Peris Kamotho
 - phone: 416-620-2940
 - email: pkamotho@baptist.ca
 - Scotia Mcleod Lanita Rozario
 - phone: 416-865-6444
 - email: lanita.rozario@scotiawealth.com
 - Lanita Rozario works with CBOQ and she can help you contact CBOQ if you fail to reach Peris Kamotho.
- There have been instances where the donor's broker asks the donor to come to the branch with paper document and then the branch would fax the document to the broker's stock transfer department. In this case, try to ask your broker to accept you emailing the document instead of having you make a special trip down to the branch.

Donating securities to BTBC via CBOQ is easy if you follow this guide. While this guide may not work exactly with every broker, it has been applied successfully with 3 different brokers. The transfer of securities from your broker (i.e. the financial institution that holds your investment) to CBOQ's broker usually takes within a week. If you want to make sure the transfer is complete before year end (i.e. the last trading day in a given year for which securities are deemed to be disposed of within the current year for tax purpose), please execute the transfers no later than the second week in December. (Note that this is not a guarantee but rather a sensible guideline. The earlier you execute the transfer, the better is the chance of it being complete before year end). Be mindful of Christmas holiday period when staffing may be at reduced level and the transfer may take longer. Here are the 7 steps to follow:

1. Download all the files on BTBC website related to this purpose.
2. Call your broker to obtain the following for initiating transfer from your broker to CBOQ's broker. Tell your broker it is for the purpose of charitable donation.
 - a. Your broker fax number for faxing the form to
 - b. Your broker contact phone number and a contact name, in case the transfer time is longer than normal and CBOQ's broker needs to follow up with your broker
3. Fill out the form "*Donation of Securities Form Nov 2016.doc*" where "XXXX" are marked. Other fields are not necessary but there is no harm if you want to fill those as well.
4. Be sure to provide instruction to CBOQ on the form that
 - a. CBOQ is to sell the securities and donate the proceeds to BTBC (write it out as Bridle Trail Baptist Church)

- b. Optionally, the percent or dollar allocation of the donation to the various funds (i.e. General, Mission, Building, Benevolence and Scholarship). If this is not specified, the entire amount will be considered offering to the General Fund.
5. Customize the sample fax covering letters (*"fax to CBOQ and CBOQ broker.doc"* and *"fax to your broker.doc"*) for your situation. One covering letter is for your broker. The other is for both CBOQ and CBOQ's broker.
6. Fax the completed form together with the customized covering letters to
 - a. Your broker, who will initiate the transfer to Scotia Mcleod
 - b. CBOQ
 - c. CBOQ's broker (Scotia Mcleod)
7. The transfer typically takes about a week. Call the Scotia Mcleod phone number on the form if you want to confirm whether the transfer is complete and at what price the securities have been sold. Be reasonable and patient and avoid bombarding Scotia Mcleod with too many inquiry phone calls. The personnel at Scotia are very helpful.

On receipt of your fax, CBOQ will instruct Scotia Mcleod to sell the securities. Once the transfer is complete, Scotia Mcleod will sell the securities. The speed of transfer is highly dependent on when your broker begins processing your request via fax. As a precaution, you can call your broker 2 days after you fax to confirm everything is in order.

After the securities are sold, Scotia Mcleod, on behalf of CBOQ, will send a cheque to BTBC. At about the same time, CBOQ will send the following:

- A thank you letter to you together with a donation receipt (in your name) issued by CBOQ and indication of the dollar amount received by BTBC. This dollar amount and the value of the donation receipt can be slightly different, influenced by the timing of the transfer completion as well as the timing of the eventual sale of the securities.
- A letter to BTBC informing BTBC that a cheque has been issued related to a designated donation made to CBOQ for BTBC. CBOQ does not disclose the name of the donor.

Optionally, you can inform the BTBC office or BTBC Treasurer regarding your donation if you would like to provide additional information such as allocation of offering to various funds (i.e. you did not provide this instruction on the form). However, administratively, this is not necessary as BTBC will neither officially issue a donation receipt in connection with this donation nor record this donation in the official offering database system. BTBC will record the dollar value of this donation in the "Other Income" category.

If you have any tax or investment questions, **please contact your own tax and investment advisors for your own situations.** If you have any questions regarding how to fill in the form mentioned in #3 above, please call Scotia Mcleod using the phone number indicated on the form.

Under normal circumstances, your broker will waive transfer fee because it is for charity purpose. This was true with past experience with BMO Investorline, CIBC Investor Edge, Scotia iTrade and Sun Life

Financial. You may want to confirm this before you initiate transfer. If you have been charged (usually well under \$100), try hard to request your broker to waive the fees.