

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

Note: Updated in 2023 in connection with CBOQ switching to using BMO Investorline as its broker

Donating securities to BTBC via CBOQ is easy if you follow this guide. While this guide may not work exactly with every broker, it gives you a very good idea what to expect. The transfer of securities from your broker (i.e. the financial institution that holds your investment) to CBOQ's broker usually takes less than 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 higher 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 4 steps to follow:

1. Download all the files on BTBC website related to this purpose. The form you need to fill out to submit to your broker is "*BTBC-Securities-Form-CBOQ-Updated-November-2023.docx*." This form is adapted from the standard CBOQ form (called Donate Securities Form, located at <https://baptist.ca/donate/#other-gifts>)
2. Call your broker to find out how to submit the form and how to fill out the fields for Broker's Phone, Fax # and Contact on the form. Tell your broker it is for the purpose of charitable donation.
 - a. Usually it is not necessary to fill in the fields "Broker's Name", "Broker's no" and "CUSIP no" .
 - b. Your broker most likely uses one of the following ways for you to submit the transfer form:
 - i. Via regular email
 - ii. Via secured email (secured email provided by your broker allowing you in communicate via electronic mail using a secure service provided by your broker)
 - iii. Direct upload by you to your broker account
3. Fill out and submit the form "*BTBC-Securities-Form-CBOQ-Updated-November-2023.docx*"
4. After the transfer is complete, email your form to CBOQ using the email addresses specified in the bottom of the form. Optionally, you can also indicate in this email 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. CBOQ will forward this allocation instruction, if provided by you, to BTBC.

Contact your broker to confirm whether the transfer is complete. Once the transfer is complete, CBOQ's broker will sell the securities. The speed of transfer is highly dependent on when your broker begins processing your request.

After the securities are sold, CBOQ's broker 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, please call your broker.

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, Sun Life Financial and other discount brokers. You may want to confirm this before you initiate transfer. If you have been charged (usually around \$100), try hard to request your broker to waive the fees.