

## Donation Instructions

Thank you for considering a gift of securities to Vancouver Foundation.

### 3 STEPS TO MAKING YOUR DONATION

**Step 1** - Prior to initiating your gift of securities, please contact Vancouver Foundation's Donor Services department at 604.688.2204 to determine if we can accept the securities.\*

**Step 2** - Have your financial advisor complete the attached *Authorization and Direction Form* for your signature. Once completed, send a scanned copy of the form to Vancouver Foundation at [securities@vancouverfoundation.ca](mailto:securities@vancouverfoundation.ca).

**Step 3** - Have your financial advisor **INITIATE** the transfer of securities. Because the transfer is a charitable donation, Vancouver Foundation's investment broker cannot initiate the transaction.

## Valuation and Sale of Securities

Vancouver Foundation will issue a donation receipt to you for the value of the securities based on the last quoted trading price in normal trading hours on the date the securities are received into Vancouver Foundation's brokerage account. Please note that the market will, in all likelihood, have moved either up or down between the time you give the instructions to transfer and the time we receive the securities. **Once the securities and completed *Authorization and Direction Form* are received by Vancouver Foundation, the securities will be sold as soon as possible and the proceeds deposited into the identified fund.**

This means, for example, that you could give instructions to transfer securities when they are worth \$11 each, receive a donation receipt for them when they are worth \$10 each, and have the proceeds of sale deposited to the fund at the Foundation when they are sold at \$9 each. We work to minimize, as much as possible, any differences in the value of securities during the transfer and sale period.

## Timing

**Please be aware that it is logistically very difficult, if not impossible, to transfer securities in the last weeks of December.** As well, certain securities such as mutual funds can take several months or more to transfer, depending on the complexity of the gift. Avoid this risk by planning your gift well in advance.

## Further Information

If you have any questions or require further information about making your gift, please contact our Donor Services department at 604.688.2204. Thank you again for your trust in Vancouver Foundation!

\*Gifts of securities are subject to review by Vancouver Foundation prior to acceptance and sale.

## AUTHORIZATION AND DIRECTION FORM

Please note: Your financial advisor **MUST INITIATE** the transfer of securities and forward a scanned copy of this completed form to [securities@vancouverfoundation.ca](mailto:securities@vancouverfoundation.ca).

Date: \_\_\_\_\_

This form authorizes the transfer of the following securities currently owned by me/us from my/our account # \_\_\_\_\_ to Vancouver Foundation account # 80536947-10 at BMO Nesbitt Burns. I/We further authorize the delivering institution to discuss the details of this transfer with BMO Nesbitt Burns, in order to facilitate this request.

Type of securities\* (Please check)  CDN Stock  US Stock  Mutual Fund

Number of securities: \_\_\_\_\_

Ticker symbol (if applicable): \_\_\_\_\_

Name of security: \_\_\_\_\_

Name of your financial advisor: \_\_\_\_\_

Name of financial advisor's company: \_\_\_\_\_

Financial advisor's contact info: Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Gift to be anonymous?  Yes  No

*(In order to properly recognize all donors for their contribution, Vancouver Foundation will share your name, donation amount and contact details with the fund holder unless you have checked "Yes" to the anonymous box above.)*

It is my/our understanding that the tax receipt will be issued based on the last quoted trading price during normal trading hours on the date that the securities are received into Vancouver Foundation's account.

It is also my/our understanding that the above securities will be offered for sale as described in Vancouver Foundation guidelines and the net sale proceeds will be credited to the following fund at

Vancouver Foundation: \_\_\_ **Comox Valley Community Foundation Transferable Fund** \_\_\_\_\_

\_\_\_\_\_  
Donor's name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Donor's address

\_\_\_\_\_  
Email

\_\_\_\_\_  
Donor's name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Donor's address

\_\_\_\_\_  
Email

**\*CUID: NTD, DTC: 5043, Mutual Fund Donations Dealer Code: 9185, Mutual Fund Rep. Code: VUG**