

Canadian Federal Tax Laws have eliminated all capital gains taxes on stocks, bonds, stock options or mutual funds given directly to a charity. This provides significant Tax Benefits to the donor. If a Donor sells the securities, they would be taxed on 50% of the capital gains. By donating to a church, the Donor receives a donation tax receipt for the full market value of the security on the day the security is received by the Church. Gifts of securities that have appreciated in value are a tax smart way to support the church and its ministries.

What is a Publicly Traded Security?

A publicly traded security is a stock or bond that trades on a stock exchange recognized by Canada Revenue Agency. Mutual funds do not trade on stock exchanges but are also considered publicly traded securities.

The following Stock exchanges are recognized by the CRA (Canada Revenue Agency)

In Canada - TSX, TSX Venture. In the US – New York Stock Exchange, AMEX, NASDAQ. Many foreign country exchanges also qualify. Contact our TOB advisor at CIBC if you are uncertain about a stock exchange outside North America.

TOB Process for Donating Publicly Traded Securities:

Donors will be advised to contact the Treasurer to discuss their wish to donate securities. TOB recommends that the Donor discusses their intention to donate with their Financial Advisor to ensure the donation qualifies under CRA rules.

Letter of Direction:

Once you have made a decision, the process is simple and easy.

The Donor fills out a 'Letter of Direction' form indicating the Brokerage Firm, phone and fax numbers, and the account where the securities are held. The Form (see the attached, partially completed form) also provides the name and trading symbol of the securities and the quantity or dollar amount they would like to donate. The partially completed 'Letter of Direction' lists The Olive Branch Church brokerage account where the securities are to be sent. The Donor will also indicate on the form the purpose for the donated securities (General Fund, Designated Fund, etc.) and specify how the funds are to be divided (by % or if applicable by Dollar amount).

2. The donor signs and dates the letter of direction, and provides a copy to their Broker, requesting them to initiate the transfer. If the investment account is owned jointly, both parties must sign the transfer letter.

3. The Donor provides a signed copy of the 'letter of direction' to TOB. The Donor's Broker initiates the Transfer to the TOB Broker (CIBC). TOB provides a copy to the TOB Broker (CIBC) advising them of the upcoming transfer.

Donation Receipt Value

The TOB Finance department monitors our Brokerage account to see when the securities arrive. The Donation Receipt Value is the closing market value of the security on the day it arrives in the TOB brokerage account.

Selling the Securities

The Finance department places a 'Sell' order the same day the donated securities are received in the TOB brokerage account.

Notification to the Donor:

The finance department will issue a letter to Donor advising them of the completed transaction. A charitable receipt will be issued within a few weeks of the security transaction being completed and settled.

Transfer of Funds

Cash proceeds are transferred to the appropriate TOB current business bank account as soon as the securities are sold.

Letter of Direction - Gifts of Securities or Mutual Funds (Confidential when filled out)

Please accept this Letter of Direction to transfer ‘in kind’ the following securities (stock shares or mutual fund units) from my brokerage account at:

Donor Brokerage Company Name:		
Donor Advisors Name:		
Donor Account Number:		
Legal Name (s) on the Donor Account:		
Number of Shares/Units	Symbol/Name of Security/Mutual Fund	CUSIP# (if known)

To: **The Olive Branch Community Church care of CIBC Wood Gundy ACCOUNT #: 432-17139, QUID:**
 _____ - DTC: _____

TOB’s **contact person at CIBC Wood Gundy** is: Ross Ferrier, 123 commerce Valley Drive E, Suite 100, Thornhill, ON L3T 7W8 Tel: 1 800 668-3800 Fax: 905 762-2301

This gift should be applied to the following.

Fund name, Program, Project,	Amount or % of Final Value
General Operating Account	
<small>Designated Accounts approved by the Governing Board will be listed if available</small>	

I understand the “gift-in-kind” tax receipt from The Olive Branch Community Church will be based on the closing price the day they are received in the TOB account at CIBC. No fees will be levied against the value of these securities to process the transfer. Neither TOB nor CIBC will be held responsible for any fluctuation in security values between the initiation of the transfer and actual day they are received in the TOB account. Note: Mutual Fund transfers can take a number of weeks to complete depending on the company. Changes in taxation regulations and applicability to a specific donor are the responsibility of the donor.

Name of Account Holder & Signature _____ Date _____

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