



Donor Instructions for Gifts of Publicly Traded Securities

Introduction

You can make a tax-deductible gift of publicly-traded securities (i.e. stocks) to a registered charity without incurring a capital gain. The Sunshine Coast Foundation works with Credential Qtrade Securities at SunCu Financial to facilitate such gifts. The purpose of this document is to make sure you understand the process and know what to expect in terms of timing and the outcome of your gift.

Initiating the Gift

Once you've decided to make a gift-in-kind to the Foundation, the first step is to take a fillable donation form to your own investment advisor. This form can be downloaded from the Foundation's web site [here](#). You will work with your investment advisor to determine the securities you wish to gift and complete the form.

Once the required fields have been completed by your advisor and you have signed the form, have your advisor contact SunCu Financial Services Inc. at 604-885-3792 to notify our representative at SunCu that a donation is on its way and to determine the next steps. Your investment advisor will need to initiate the transfer of shares on their system as well as forward the signed form to SunCU Financial at suncuadmin@sunshineccu.net.

When SunCU receives the form, they will contact the Foundation to arrange for two of our representatives to sign it. SunCU then returns the signed form to your financial advisor, which triggers the transfer of the shares to SunCU.

Sale of Securities

When SunCU has received the shares from your advisor, they will let us know. When that happens, the Foundation will instruct SunCU to sell the shares at the current market value. Please note that we cannot speculate on whether the share price might rise at a future time. We are obliged to sell the shares as soon as we can at whatever price they are fetching in the current market.

Value of Donation

The final value of your donation, as received by the Foundation, depends on several factors. The value of the securities may fluctuate during the time you've identified the securities, the paperwork is completed, the shares are transferred to SunCU, and before they can be sold.

In addition, the Foundation pays a small, discounted commission for any shares sold on our behalf, which is charged at time of sale, prior the proceeds being forwarded to us.

Your tax receipt, if applicable, is based on **the market value of the shares on the date they are received by SunCu**. It will not be impacted by the commission or any change in the shares' value from the time they are received to the time they are sold.

Timing

This process can take up to several weeks, depending on how quickly everyone involved undertakes their roles in the process.

An example

Cicely wants to make a gift of \$1,000 worth of stocks to the Sunshine Coast Foundation. She downloads the fillable form and takes it to her investment advisor on September 1st. Cicely's advisor identifies that 10 shares in Ace Environmental Services are worth \$1,000 on that date. He completes the form for her and Cicely signs it. Cicely's advisor then sends the form to SunCU.

On September 2nd, SunCU contacts the Foundation to let us know that a gift of securities has been initiated and that two signatories need to attend SunCU's office to sign the donation form. By September 4th, two Foundation representatives have signed the form and returned it to SunCU. On September 5th, SunCu returns the signed form to Cicely's investment advisor.

Cicely's investment advisor arranges the transfer of Cicely's ten shares in Ace Environmental Services to Credential Qtrade Securities. This takes three days. On September 8th the shares have been received and SunCU notifies the Foundation. The Foundation connects with their advisor, to provide sell instructions, after the markets have closed on September 9th, which is a Friday. The shares are then liquidated when the markets open on Monday, September 12th. SunCU subtracts its commission and deposits the final amount into the Foundation's account at the

Credit Union. In this example, where everyone took the necessary steps relatively quickly, the process took twelve days.

The value of the shares on September 8th, the date that SunCU received them, was \$1,000. The Foundation issued a tax receipt to Cicely for this amount. However, between September 8th, when the shares were received, and September 12th, when they were sold by SunCU, the market value of the shares declined to \$995. At the time of sale, a small commission of \$14.93 was charged. The final amount deposited to the Foundation's account was \$980.07

Keep in mind that this outcome would be different if the shares had increased in value before their sale. The tax receipt would still be issued for \$1,000. However, if, for example, the value of the shares on the day they were sold was \$1,020, and SunCU's commission was \$15.30, the Foundation would receive \$1,004.70.

Once you have instructed your investment advisor to initiate the transfer of the shares, the process will unfold as described. None of the participants have any control over the final value of either your tax receipt or the gift to the Foundation, as these now depend on the value of the shares in the market on both the date they are received by SunCU and the date the shares are liquidated.

[For more information](#)

There are many benefits to making a gift of securities: you do not have to dip into your cash reserves and the value of the shares on the date SunCU receives them is eligible for a charitable tax receipt. **A gift of publicly traded securities can be a way of making a substantial gift to a cause that you care about.**

If you are interested in making a gift of publicly traded securities, or have any questions about this process, please contact the Sunshine Coast Foundation's Executive Director at 604.741.7360 or ED@sushinecoastfoundation.org.