

Process for Donating Securities to Southview Alliance Church

A Step-by-Step Guide for Donors

Introduction

Donating securities such as publicly traded stocks, bonds or mutual funds can be a meaningful way to support Southview Alliance Church while potentially providing tax benefits to the donor.

It is important to note that this process may take up to 5-7 business days and that Southview cannot guarantee the selling price of your securities. The donation amount is determined on the selling price on date of receipt. A negative event may affect the value of your securities and once this process has been started it cannot be halted.

This guide outlines the steps required to successfully transfer shares as a charitable gift to the church.

Step 1: Contact Southview Alliance Church

Begin by notifying Linda Cooper in the church office of your intention to donate shares. This allows the church to provide you with the necessary account information and ensures they are prepared to receive your gift. Her telephone number is 403-873-5215 and her email address is Linda_Cooper@southviewchurch.com.

Step 2: Gather Share and Account Information

Collect all relevant details about your shares (e.g., the type of shares/units, description, quantity, account number) from the brokerage firm holding them. Southview uses CIBC Wood Gundy as their brokerage, and Linda will provide you with their account information, including account number and transfer instructions.

Step 3: Complete Transfer Authorization Forms

Contact your financial advisor or brokerage firm to obtain the required forms for transferring shares to a charitable organization. Fill out the forms with Southview Alliance Church's brokerage account details as the recipient.

Step 4: Submit Documentation

Submit the completed transfer forms to your broker or financial institution. It is recommended to send a copy to both your broker and the church to ensure a smooth process.

Step 5: Confirm Transfer and Obtain Receipt

Most brokerages advise that a transfer can be completed in 5-7 business days. Monitor your account during this period, and once you see that the shares have been transferred, confirm with Southview Alliance Church that the shares have been received. The securities will be sold once they have been received by CIBC Wood Gundy, and the church will issue an official charitable donation receipt for your records and tax purposes based on the selling price. Note: This tax receipt will be separate from regular cash donations.

Step 6: Consult a Tax Professional

To maximize the benefits of your donation and ensure compliance with tax regulations, consult with a qualified tax advisor.

Contact Information

For more information or assistance, please contact the Southview Alliance Church office:

Phone: 403-873-5215

Email: Linda_Cooper@southviewchurch.com