



**WEST VANCOUVER  
FOUNDATION**

## **Gift of Securities**

### **Donation Instructions**

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

#### **3 STEPS TO MAKING YOUR DONATION**

1. Prior to initiating your gift of securities, please contact our Fund Administrator, Susan Beck at 604-925-8153 to determine if we can accept the securities.\*
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 the West Vancouver Foundation at [susan@westvanfoundation.ca](mailto:susan@westvanfoundation.ca).
3. Have your financial advisor INITIATE the transfer of securities. Because the transfer is a charitable donation, the West Vancouver Foundation's investment broker cannot initiate the transaction.

#### Valuation and Sale of Securities

The West 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 the West 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 the West 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 Fund Administrator, Susan Beck at 604-925-8153. Thank you again for your gift of generosity and trust in the West Vancouver Foundation.

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

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Charitable Registration Number 13217 1679 RR0001**

