



# Stock Donation Acceptance Policy and Guidelines

## Introduction

This document applies to the receipt of stock donation through all fundraising activities of Indspire, including: general donation, annual giving; planned gifts; special fundraising initiatives; and campaigns.

This guideline may be altered from time-to-time in accordance with changes in income tax legislation, CRA policy and/or guidelines related to charitable giving, or Indspire policy.

## Acceptance of Shares

Indspire shall at all times reserve the right to accept or decline a donation of shares. As a general rule, Indspire will only accept gifts of publicly traded stocks. **The value of such a donation is determined by the value of trading on the date of receipt of donation.**

## Tax Advice

Indspire will only provide reference on tax benefits. For specific tax advice on stock donations, donors should **consult their advisors on the rules governing deductibility of these gifts.**

## Stock Disposition Policy

All the stocks and securities Indspire receives from donors will be sold upon completion of the stock transfer without exception.

## Procedure

1. Authorization – Donor to complete the attached transfer form and forward it to his/her brokerage firm as well as to Indspire Development Office, attention Cindy Ball; Vice President of Development, by email at [cball@indspire.ca](mailto:cball@indspire.ca)
2. Notification – the Vice President of Finance and Administration will advise Indspire brokerage firm about the transfer.
3. Confirmation - As soon as the transaction of stock transfer is completed, Indspire's brokerage firm will inform the Vice President of Finance and Administration by email.
4. Disposition - Indspire authorized officers will instruct the Indspire brokerage firm to sell the stocks on the very same day or before the end of the next trading day just in case the transfer comes in late in the day.
5. Recording – the Vice President of Finance and Administration will confirm that the transaction has occurred and inform the Indspire Development Office. Upon receipt of confirmation notice of the sale (normally within one week of the transfer) from the Brokerage firm, the Development Coordinator will record the transaction accordingly in the Raiser's Edge database.
6. Receipting – the Development Associate in the Indspire Development Office will then issue the charitable tax receipt with name, number and value of shares of the date of the transfer of the shares to Indspire and distribute the charitable tax receipt to the donor.

# Indspire - Charitable Donation of Securities In Kind Form

## **Donor Contact Information** (please note that same information will appear on the charitable tax receipt):

First Name:		Last name:	
Address:			
City		Province/Postal Code:	
Phone:		Email:	

## **Donor's Broker Contact Information (where the securities are currently being held):**

First Name:		Last Name:	
Firm:			
Address:			
Phone:		Email:	

## **Re: Letter of Release for a Securities Transfer to Indspire**

Please accept this letter as your instructions to transfer the following securities:

Number of shares	Name of shares	CUSIP number

from my account number \_\_\_\_\_ to Indspire at the brokerage listed below. It is important that this transaction is completed no later than \_\_\_\_\_ (date).

I authorize Indspire or its agents to contact my broker for purposes of concluding this transaction. Please contact TD Wealth to confirm delivery instructions:

Donor's Signature: \_\_\_\_\_ Date: (MM/DD/YYYY): \_\_\_\_\_

### **TD Wealth Private Investment Advice**

**For the Account of: Indspire Main 1, Account number: 8AQ721A**

Contact Person: James Morton, Tel: (416) 307-8863, E: James.Morton@td.com 77 Bloor Street West, 21st Floor, Toronto, Ontario M5S 1M2

FINS #: T007  
CUID: GIST  
DTC: 5036

EUROCLEAR #: 99123  
DEALER #: 9834

c.c. **Indspire**, 1002 – 555 Richmond Street West, Toronto, ON M5V 3B1, Attn: Cindy Ball, Vice President of Development  
Tel: (416) 987-0251; email: cball@indspire.ca

Charitable Registration Number: 118834696 RR0001