



Archdiocese
of Toronto

Revised FEB2023

Gifting Securities to the Church is as easy as 1,2,3!

Below are the steps to donate a publicly traded security (shares, mutual funds, etc.) to a parish and/or a charity of the Archdiocese of Toronto:

Step 1 (You)

- 1.**
 - Complete the Letter of Direction form.
 - Fax or email copies to:
 - ✓ Your broker
 - ✓ The archdiocese, email: development@archtoronto.org or Fax: 416-934-3412



Step 2 (Your Broker)

- 2.**
 - Your broker transfers your securities from your account into the Roman Catholic Episcopal Corporation for the Diocese of Toronto account*

****NOTE: We cannot access your account to retrieve your securities. Your broker must initiate the transfer while we set up to receive. Please mention this to your broker!***



Step 3 (The Archdiocese of Toronto)

- 3.**
 - Our broker at CIBC Wood Gundy receives your securities and sells them
 - Once the trade settles, the proceeds from the sale are wired into the Archdiocese of Toronto's account
 - We then prepare your tax receipt and disburse the monies to the parish(es)/charities you have listed on the Letter of Direction

It's that easy!

A FILLED AND SIGNED LETTER OF DIRECTION IS REQUIRED TO START THE PROCESS OF DONATING SECURITIES.

SEND THIS FORM TO development@archtoronto.org TO AVOID UNNECESSARY DELAYS

IMPORTANT!

The Archdiocese of Toronto has introduced the following policies regarding the allocation of funds coming from the gifts of publicly traded securities to the archdiocese:

1. The first change is aimed at limiting the value of non-archdiocesan distributions to below 50% of the total amount for the beneficiaries in a given calendar year. This means that the total amount distributed to the archdiocesan organizations will constitute at least 50% of the total.
2. The second change introduces a simple requirement of a minimum allocation of \$500.00 to any non-archdiocesan charity.

Questions and Answers:

Where can I direct my gift? Which organizations belong, or are affiliated with the Archdiocese of Toronto?

The following organizations are considered archdiocesan entities:

- **Archdiocese, its funds, campaigns and departments**

- Office of Catholic Youth
- Office for Refugees (ORAT)
- Office of Formation for Discipleship
- Archives
- Catechesis of Good Shepherd
- Diaconate
- Ecumenical & Interfaith Affairs
- Office of Vocations
- Family of Faith & future capital campaigns
- Any other department

- **Parishes**
- **ShareLife**
- **The Shepherds' Trust**
- **St. Augustine's Seminary**
- **St. Michael's Choir School**

The Catholic Register and Catholic Charities of the Archdiocese of Toronto will also be considered as archdiocesan organizations.

On the Letter of Direction it asks for a CUSIP number. What is this?

A CUSIP number is used to identify a security. Your broker will be able to supply it to you. While helpful, the CUSIP number is not mandatory for your donation to be made. If you can't get it, don't worry. The most important item for us to have is the contact information for your broker.

How is my tax receipt calculated?

Canada Revenue Agency (CRA) guidelines state that the charitable donation receipt for gifts of securities is calculated using the fair market value of the securities on the day they are received into our account.

All securities are sold as soon as possible following the transfer of ownership. This is the amount that goes to the Church. A full transaction report will be sent to you along with your tax receipt.

Does the Archdiocese of Toronto charge any fees to do this?

No. The Archdiocese of Toronto does not charge fees or take any commissions of any kind on the processing of gifts of securities as it is a service we provide. The only cost is a \$150 brokerage fee from the broker.

What is the archdiocese's legal name and charitable registration number?

The legal name of the Archdiocese of Toronto is: Roman Catholic Episcopal Corporation for the Diocese of Toronto, in Canada. Our charitable registration number is 10791 0259 RR0001.

Additional questions? We can be reached at:

development@archtoronto.org

We look forward to assisting you!

