



MACKENZIE  
Investments

Give + Grant + Grow

# Help your clients start giving

Mackenzie Charitable Giving Program



The Mackenzie Charitable Giving Program is designed to provide advisors' clients with a convenient way to integrate charitable giving into their overall financial plan, while offering immediate tax benefits. Below is a step-by-step guide on how you can support your clients in setting up a Mackenzie Charitable Giving Program account.

## Step 1 | Set up the accounts

There are two ways to set up the account, depending on whether it is at Mackenzie Investments or at your dealership:

### A The account at Mackenzie Investments

To start off, you and your client (the "Donor") will need to complete the following Account set-up documents:

#### Application and Account Opening Form

- The Donor can name their account in section 2: typically, donors choose a name in honour of their family, relatives, friends or themselves (for example, The John Smith Charitable Account). Please note, this should be referred to as a Charitable Account, not a "Foundation".
- If there is no joint holder or successor named, please select "Standing Grant Recommendations" in section 4. This allows your grant instructions to remain in place indefinitely, or until you submit a change using the Change of Information Form. We strongly recommend that every Donor name a successor willing to assume responsibility for investment and granting recommendations.
- If you are using Series FB, PWFB, PWX or O and you want to charge a service fee, please complete the applicable Service Fee Agreement for:

**Series FB, PWFB and PWX:** Investor Account Agreement Form (available on [mackenzieinvestments.com](http://mackenzieinvestments.com) under Mackenzie Institute > Applications & Forms):

- For Nominee Accounts – you and your dealer must sign
- Client Name – please ensure the **Strategic Charitable Giving Foundation** is named as the Investor in the Agreement. A representative of the Foundation team will sign on behalf of the Foundation as the Investor.

**Series O:** Series O Agreement Form (you can obtain this agreement from your wholesaler)

- Please ensure the Strategic Charitable Giving Foundation is named as the Investor in the Agreement. A representative of the Foundation team will sign on behalf of the Foundation as the Investor.

#### Transfer of Securities Form/Transfer of Mackenzie Mutual Funds Form

- Each of these forms should be completed where applicable, that is, if donating securities or Mackenzie Mutual Funds in kind.



## **B** The account at your dealership

As with any new client, your dealership needs you to complete account set-up documentation to establish the Foundation account on your dealer book of record. The Dealer account may be registered as client name or nominee, depending on your Dealer's requirements.

The account that is being created on behalf of the Donor must be a corporate account registered in the name of the Strategic Charitable Giving Foundation. The Donor is making an irrevocable donation and the Strategic Charitable Giving Foundation is your client.

## **Step 2 | Forward account set-up documents and donation**

### **Send the following items to the Foundation:**

- Donor's completed and signed forms from Step 1A
- Service Fee Agreement (Series FB, PWFB, PWX or O only if these series are being used)
- Dealer Account set-up agreement forms from Step 1B
- The donation (must be a minimum of \$10,000)
- The cheque must be made payable to the Strategic Charitable Giving Foundation

### **Forward to:**

Strategic Charitable Giving Foundation  
180 Queen Street West  
Toronto, ON M5V 3K1

## **Step 3 | Complete the dealer account set-up**

Once the account opening documentation is received, the Foundation (your client) will complete the dealer's account set-up documents (from step 1B) and will return them to you along with:

- A cheque in the amount of the initial donation from the donor
- The investment instructions for the account
- A completed service fee agreement (only if using Series FB, PWFB, PWX or O)
- Our corporate resolution for your records

You now have all the necessary paperwork to complete the set-up of the account on your dealer system and the funds to make a purchase on behalf of the Foundation.

## **Step 4 | Purchase an eligible Mackenzie Fund**

Place a purchase order via FundSERV for an eligible Mackenzie Fund on behalf of the Foundation.

Mackenzie will send a trade confirmation to the Foundation and the Dealer.

## **Step 5 | Welcome package**

The Foundation will send the following documents to the Donor and a copy to you:

- Welcome letter
- Donation Tax receipt for the amount of the donation



## **Giving starts with a conversation**

Please contact us directly at 1-866-445-6763 or send us an email at [foundation@scgf.ca](mailto:foundation@scgf.ca) with any questions you may have.

**For advisor use only.** No portion of this communication may be reproduced or distributed to the public as it does not comply with investor sales communication rules. Mackenzie disclaims any responsibility for any advisor sharing this with investor. Commissions, trailing commissions, management fees and expenses all may be associated with investment funds. Please read the prospectus before investing. Investment funds are not guaranteed, their values change frequently, and past performance may not be repeated. Mackenzie developed the Mackenzie Charitable Giving Program with the Strategic Charitable Giving Foundation, a registered Canadian charity. Donations under the program are irrevocable and vest with the Foundation. The information is general in nature and is not intended to be professional tax advice. Each donor's situation is unique, and advice should be received from a financial advisor. Please read the program guide for complete program details, including fees and expenses, before donating.