



## Mequon Community Foundation, Inc Advisor Donation Procedures

When a client of an Advisor makes a decision to donate to Mequon Community Foundation (MCF) it is assumed the Advisor will help the client complete the appropriate paperwork for the donation using the following procedures:

**Step 1:** Complete the 'Advisor Client Donation Information Form' (Schedule I) and email to our MCF Treasurer at [treasurer@mcfgives.org](mailto:treasurer@mcfgives.org) so MCF can prepare for the donation and have the information needed to write the appropriate thank you acknowledgements. Your client's contribution will be credited to the MCF General Fund unless otherwise indicated.

**Step 2:** Follow the below instructions depending on the type of donation:

- **Donations of appreciated securities** should be deposited in our gifting account with Richmond Investment Services (RIS). Please contact RIS at 262-242-4200 and ask for Matt Richmond or Ryan Gray to inform them the deposit will be coming so they can prepare for it and give you the related DTC information for the transfer. These securities will be liquidated by RIS immediately upon receipt and the funds deposited into MCF's account. Receipt must be made by December 31<sup>st</sup> to be eligible for a charitable deduction on income tax returns for that calendar year.
- **Donations coming from your client's Donor Advised Fund (DAF)** will need to be made via a Grant request to their DAF to be paid to Mequon Community Foundation. See 'Sample DAF Grant Recommendation Form' (Schedule II) to aid you and your client in that process. The check from the DAF should be made out to Mequon Community Foundation and mailed to PO Box 52, Mequon, WI 53092. Checks must be postmarked, or delivered in person, by December 31<sup>st</sup> to be eligible for a charitable deduction on income tax returns for that calendar year.
- **Donations through a Charitable IRA Rollover of all or a portion of their Required Minimum Distribution** can be made directly to MCF without declaring it as income to your client. To learn more please visit <https://www.cof.org/public-policy/ira-charitable-rollover>. If your client would like to list MCF as a beneficiary for a specific percentage of assets or specific investments held in their retirement plan or IRA they can put the following information on the required Change of Beneficiary Designation Form: Mequon Community Foundation (Tax ID# 39-1961314)
- **Donations via check or ACH (recurring only)** should be made out to Mequon Community Foundation and mailed to PO Box 52, Mequon, WI 53092. If the donation is a recurring donation, contact [treasurer@mcfgives.org](mailto:treasurer@mcfgives.org) for ACH direct deposit details. Checks or ACH must be postmarked, or delivered in person, by December 31<sup>st</sup> to be eligible for a charitable deduction on income tax returns for that calendar year.
- **Donations via credit card** can be taken online at [www.mcfgives.org/donate](http://www.mcfgives.org/donate) through our secure website. Given the fees associated with credit card transactions, we discourage large donations via this means. Credit card gifts must be received by midnight on December 31 to be eligible for a charitable deduction on income tax returns for that calendar year.



SCHEDULE I

ADVISOR CLIENT DONATION INFORMATION FORM

(TO BE COMPLETED AND SENT TO MCF TREASURER AT TIME CLIENT DONATION IS KNOWN)

ADVISOR INFORMATION:

Advisor name: \_\_\_\_\_

Advisor Address (street/city/zip) \_\_\_\_\_  
\_\_\_\_\_

Advisor Phone \_\_\_\_\_ Advisor email: \_\_\_\_\_

DONOR INFORMATION:

Donor Fund Name (if applicable) \_\_\_\_\_

Donor Name: \_\_\_\_\_

Donor Address (street/city/zip): \_\_\_\_\_  
\_\_\_\_\_

Donor Email: \_\_\_\_\_

Donor Phone: \_\_\_\_\_

Donation Amount: \_\_\_\_\_ Frequency (one time/monthly/annually) \_\_\_\_\_

Donation Date: \_\_\_\_\_

Donation Form (check, cash, appreciated stock, IRA distributions, etc)

\_\_\_\_\_

Anonymous? \_\_\_ Yes \_\_\_ No

Specific Purpose: \_\_\_ Wherever Most Needed

\_\_\_ MCF Endowment Fund

\_\_\_ Other (please specify): \_\_\_\_\_

Please email this form to the MCF Treasurer at [treasurer@mcfives.org](mailto:treasurer@mcfives.org)

Any questions please contact MCF at 262-238-3850.



SAMPLE DONOR ADVISED FUND GRANT RECOMMENDATION FORM

(for a grant from your client's DAF to MCF)

Name of the Client's Donor Advised Fund (DAF): \_\_\_\_\_

Designated DAF Advisor: \_\_\_\_\_

Name: Mequon Community Foundation, Inc

Address: PO Box 52, Mequon, WI 53092

Email: info@mcfgives.org

Phone: 262-238-3850

Tax ID: 39-1961314

Grant Amount \_\_\_\_\_

Grant Request Date \_\_\_\_\_

Anonymous? \_\_\_ Yes \_\_\_ No

Specific Purpose: \_\_\_ Wherever Most Needed
\_\_\_ MCF Endowment Fund
\_\_\_ Other (please specify): \_\_\_\_\_

I certify that all of the grant recommendations above will not be for legally impermissible purposes based upon the following grant requirements:

- Grants cannot directly or indirectly provide more than an incidental benefit to the donor, donor-advisor, a member of the donor or donor-advisor's family, or a 35% controlled entity of the aforementioned, unless the Code or the Regulations provide to the contrary.

-Proposed grants cannot fulfill pledges or promises already made by the donor-advisor or others. For example, if a donor-advisor made a pledge in his or her own name to support an organization, the Donor Advised Fund cannot fulfill that pledge on his or her behalf. The donor-advisor may, however, recommend that the Donor Advised Fund make ongoing multi-year grants from the donor advised account to support a charitable organization.

- IRS Regulations forbid grants that would benefit the donor-advisor or any specific individual. This includes requests to pay for memberships or tickets to galleries, museums or public broadcasting stations, goods at a charitable auction, school tuition, or benefit dinners. These Regulations ensure that the dollars contributed to the Donor Advised Fund will go directly and fully to support charitable programs.--Grants cannot be made for lobbying purposes or to support political campaigns.