January 7th, 2020

Is the deadline to deliver all gifts to Gift Services to ensure donors receive 2019 tax receipts in compliance with IRS deadline

Essentials

- **Online giving is best!** Encourage donors to use Give.Berkeley.edu for the fastest and easiest processing and receipting.
- Priority processing will be given to complete and accurate gift transmittal packets.
- Missing information will delay gift processing and posting. **Retain and forward those postmarked envelopes!**
- Units needing Gift Services to charge a credit card should walk documentation to the UDAR office no later than **Noon, Tuesday, December 31st**. Do not send credit card information by email or campus mail.
- For FedEx, UPS and delivery methods or services other than standard first-class USPS, gift date is based on date received rather than postmark date. Be sure to include the mailing envelope or the delivery waybill in your check transmittal packet for proper processing.

2019 Calendar Year-End Deadlines

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<th>Date</th>
<th>Notes</th>
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<td><strong>Friday, December 27th</strong></td>
<td>- Gift Agreements for pledges or outright gifts to establish new funds must be signed by the donor and dean/director, and delivered to Fund Management to be recorded in 2019</td>
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| **Tuesday, December 31st**    | - Securities gifts must be credited in UC Berkeley brokerage account  
- Gifts via wire transfer must be credited into UC Berkeley account  
- Postmark date for first-class mailed check to count for a donor’s 2019 tax records  
- Credit card charges to be run by Gift Services must be delivered to Gift Services by noon. **Mailed credit card gifts must be charged in December to qualify as 2019 gifts, regardless of the postmark date.**  
- Give.Berkeley.Edu online gifts must be made by 11:59pm PST |
| **Tuesday, January 7th**      | - Gifts with 2019 postmarks delivered to Gift Services by this date will be recorded as 2019 gifts  
- Donor gifts are received by this date will be issued tax receipts by January 31st, 2020 |
Gift Agreements

- Use the Fiat Docx gift agreement tool to document pledges of $25,000 or more and gifts establishing new funds.
- Agreement review requires 3-10 business days for approval. Alert FundHelp@Berkeley.edu for guidance or questions as early as possible.
- All gift agreement documents must be reviewed and approved by Fund Management before they can be signed by the donor or campus leadership.
- Please send donor and Dean/Director-signed documents to Fund Management for final UDAR signature.

Checks, cash and credit card data

- Checks, cash and credit card information may be hand-delivered to Gift Services using the following process:
  - Prepare a “Transmittal Packet”, which includes supporting documentation and envelopes
  - Deliver to the Gift Services drop-safe at 1995 University Ave, 4th Floor Reception Desk
- Priority for processing will be given to complete and accurate transmittal packets

  Address for hand-delivery by donors and colleagues
  1995 University Ave
  4th Floor Reception Desk
  510-642-1212
  Mon-Fri 8am - 5pm

  Donors to use this mailing address
  Gift Services
  University of California, Berkeley
  1995 University Ave, Suite 400
  Berkeley, CA 94704-1070

Publicly Traded Securities (Stocks)

- Stock transfer forms for Morgan Stanley and Charles Schwab can be found on Give.Berkeley.edu
- Please contact the Gift Services Securities Desk before the transfer happens to ensure the gift is identified and credited to the donor in a timely manner. Required information is the donor’s name and phone number, name of the security(ies), and the fund allocation.
- Donations of mutual funds should be sent to Morgan Stanley only and the Securities Desk must be informed about mutual funds before they are sent, to ensure proper receiving procedures are in place.
- UC Berkeley Foundation no longer has an account with UBS Financial Services - please delete any old UBS transfer forms or links.

Wire Transfers

- Please be sure to provide wire instructions for the fiduciary where the fund allocation exists
  - Wire instructions for UC Berkeley Foundation
  - Wire instructions for UC Regents
- The donor must include fund name or number, and a unit contact number in the payment reference field

Key Contacts

- Gift Services: GiftHelp@berkeley.edu / 643-9789 for general questions about gift processing.
- Securities: GiveSecurities@berkeley.edu / 642-6791 for questions about publicly traded stock.
- Fund Management: FundHelp@berkeley.edu for questions on gift agreements and new funds.
- Office of Gift Planning: for questions about privately-held stock, IRA contributions and tax policy.