

Year-End Giving 2021

 services.utfi.org/yearend2021

2021 Calendar Year End

As you work with donors on year-end giving, please be aware of the following deadlines to ensure that your donors receive calendar 2021 tax treatment for their gifts:

NOTE: All times are Eastern Standard Time

ELECTRONIC TRANSFERS:

Wire transfers of stock or other securities and cash must be received in the UTFI or UCF account before the close of business on Thursday, December 30. Please make certain your donors are aware that electronic transfers generally take at least 24 hours and often as much as 48-72 hours. If the transfer is coming from Fidelity, your donor needs to allow at least ten days for the transfer. It does not matter when the donor initiates the transfer; in order to qualify as a 2021 gift our account must show receipt on or before December 31. Transfers initiated on Thursday, December 30, or after may not make it in time to qualify as 2021 gifts.

CREDIT CARDS:

For Knoxville and Institute of Agriculture staff, credit card gifts that require manual processing need to be received by Central Services staff at the UTFI Foundation office no later than 3 p.m. on Friday, December 31.

For UT Southern, Martin, Chattanooga and Memphis staff, your local advancement service office will provide specific dates when they will be available during the December holidays.

If a donor gives you credit card information on or before December 31, but you don't relay the information to gift processing until January 1 or after, then the gift is made in 2022, not 2021. This is federal law.

CREDIT CARDS, ONLINE:

All credit card transactions processed via our online communities before 11 p.m. EST on Friday, December 31 will qualify as 2021 gifts.

US. MAIL:

Stock, checks or other gifts sent by U.S. Mail must bear a 2021 postmark (the original envelope must be retained by constituent management—this is an audit issue and if we don't have the envelope then the gift was made in 2022).

HAND DELIVERY:

For Knoxville and Institute of Agriculture staff, stock, checks or other gifts hand delivered to any UT staff must be delivered to the UTFI Central Services Office before the close of business on 3 p.m. on Friday, December 31.

Donations submitted by Knoxville and Martin January 1 through January 7 via electronic gift transmittal form for December 2021 contributions must have a *prepared by date* of December 31, 2021.

Please plan ahead! Refer questions to the UTFI Central Services Office in Knoxville at 865-974-5477 or Constituent Management at 865-974-0381.

Gifts of Securities

Gifts of publicly traded stock or other securities are received electronically by the UT Foundation through our broker, BNY Mellon. The donor's broker initiates the transfer from the donor's account to the UT Foundation BNY Mellon account. Stocks are liquidated by BNY Mellon, and gifts are credited to the donor's account when the stock proceeds are received. A receipt will be issued by the UTFI Constituent Management when the gift is posted.

1. Please instruct the donor to provide the following information to the broker for gifts of securities to the UT Foundation:
 - o DTC Number: 0443
 - o Pershing, LLC
 - o For credit to account number: N7M002366
 - o Client account name: The University of Tennessee Foundation
 - o Foundation Tax ID #: 62-1844686

2. Please obtain from the donor:
 - o Name of the security and number of shares to be transferred
 - o Purpose of the gift

3. Email the following information to stock@utfi.org:
 - o Donor's name(s) and ANDI (donor) ID# if available
 - o Address or other contact information that needs to be updated, if applicable
 - o Name of security and number of shares to be transferred
 - o Purpose of gift (preferably the specific account name or allocation)

4. The date of gift is the date the securities are received in UTFI's account, not the date the securities leave the donor's account. Stock transfers can take at least 24 hours and often as much as 72 hours to complete (in the case of transfers from Fidelity the time frame can extend up to ten days). Please ensure that the donor is aware of the time lag.