



Contribution Deadlines

This reference will assist you in making year-end contributions to your donor-advised fund. Following the guidelines below will ensure that National Philanthropic Trust (NPT) receives and processes your contributions by the IRS deadline for inclusion in your tax return. Contributions must be made to "National Philanthropic Trust" in order to be eligible for tax deductions. Additional forms are available at www.nptrust.org. If you need assistance, call toll free at (888) 878-7900 or send an email to npt@nptrust.org.

Type of Contribution	Action(s) Required	Deadline*
Check	<ul style="list-style-type: none"> Submit a check made payable to "National Philanthropic Trust." U.S. Mail must be postmarked by December 31, 2011. FedEx/Overnight must be received by December 30, 2011. Please note the name of the donor-advised fund in the memo section of the check. 	U.S. Mail December 31 <hr/> FedEx/UPS December 30
Money Wire	<ul style="list-style-type: none"> Instruct the financial institution to wire the funds on or before December 31, 2011. <p><i>Suggested: Initiate transfer by December 27 to ensure your contribution is received by December 30, 2011.</i></p>	December 30
Stock	<ul style="list-style-type: none"> Submit a "Letter of Authorization" to the firm holding the stocks. Submit a copy of the "Letter of Authorization" to National Philanthropic Trust. <p><i>Suggested: Initiate transfer by December 27 to ensure your contribution is received by December 30, 2011.</i></p>	December 30
Stock Certificates	<ul style="list-style-type: none"> U.S. Mail must be postmarked by December 31, 2011. FedEx/Overnight must be received by December 30, 2011. Send certificates and stock power separately. 	U.S. Mail December 31 <hr/> FedEx/UPS December 30
Bonds	<ul style="list-style-type: none"> Submit a "Letter of Authorization" to the firm holding the bonds. Submit a copy of the "Letter of Authorization" to National Philanthropic Trust. <p><i>Suggested: Initiate transfer by December 27 to ensure your contribution is received by December 30, 2011.</i></p>	December 30
Mutual Funds	<ul style="list-style-type: none"> Submit a "Letter of Authorization" signed with Medallion Signature Guarantee to the firm holding the funds Submit a copy of the "Letter of Authorization" with Medallion Signature Guarantee to National Philanthropic Trust. <p><i>Suggested: Initiate transfer by December 16 to ensure your contribution is received by December 30, 2011.</i></p>	December 30
Special Securities, Real Estate, and Closely-Held Stock	Contact National Philanthropic Trust toll free at (888) 878-7900 and ask to speak to an illiquid asset specialist.	December 31

*December 31 falls on a Saturday for the 2011 contribution year. To ensure your charitable contributions count, please make every effort to ensure gifts are received by the last business day of the year, December 30, 2011.