**Contribution Deadlines**

This reference will assist you in making year-end contributions to your donor-advised fund. Following the guidelines below will help to ensure that National Philanthropic Trust (NPT) receives and processes your contributions by the applicable deadline for treatment as a 2019 gift. Contributions must be made to “National Philanthropic Trust.” Additional forms are available on DonorView or can be requested by sending an email to npt@nptrust.org or calling (888) 878-7900.

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<tr>
<th>Type of Contribution</th>
<th>Steps Required</th>
<th>Deadline*</th>
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| Check                      | • Submit a check made payable to “National Philanthropic Trust.”  
• Include name of donor-advised fund in memo section of check.  
• U.S. Mail must be **postmarked by** December 31.  
• FedEx/UPS/other carriers (non-USPS) must be **received by** December 31. | December 31                            |
| Credit Card                | • Existing donors may contribute to their donor-advised fund via credit card.  
• Once processed, all credit card donations are irrevocable and cannot be reversed.  
• **Suggested:** Submit donation online via DonorView by 11:59 ET on **December 31**. | December 31                            |
| Money Wire                 | • Instruct the financial institution to wire the funds on or before **December 31**.  
• Refer to specific wire instructions on Contribution Agreement.  
• Submit a Contribution Agreement to National Philanthropic Trust.  
• **Suggested:** Initiate transfer no later than **December 26**. | Initiate transfer by **December 26**  
Must be received by **December 31** |
| Stock                      | • Submit a Letter of Authorization to the firm holding the shares, as needed.  
• Instruct financial institution to DTC securities.  
• Submit a Contribution Agreement to National Philanthropic Trust.  
• **Suggested:** Initiate transfer no later than **December 23**. | Initiate transfer by **December 23**  
Must be received by **December 31** |
| Stock Certificates         | • Mail Physical Certificate and Irrevocable Stock/Bond Power with medallion guarantee (mail each under separate cover) to National Philanthropic Trust.  
• Submit a Contribution Agreement to National Philanthropic Trust.  
• U.S. Mail must be **postmarked by** December 31.  
• FedEx/UPS/other carrier (non-USPS) must be **received by** December 31. | December 31                            |
| Bonds                      | • Submit a Letter of Authorization to the firm holding the bonds, as needed.  
• Submit a Contribution Agreement to National Philanthropic Trust.  
• **Suggested:** Initiate transfer no later than **December 23**. | Initiate transfer by **December 23**  
Must be received by **December 31** |
| Mutual Funds               | • Submit a Letter of Authorization to the firm or transfer agent holding the mutual funds, as needed.  
• Submit a Contribution Agreement to National Philanthropic Trust.  
• Please consult your mutual fund provider; mutual fund transfers may take up to 4–6 weeks, or longer, depending on where they are held.  
• **Suggested:** Initiate transfer no later than **November 29**. | Initiate transfer by **November 29**  
Must be received by **December 31** |
| Special Securities, Real Estate and Closely Held Stock | For assistance with contributions of special securities, real estate and closely held securities, please contact the National Philanthropic Trust toll-free line at (888) 878-7900 and ask to speak to an illiquid asset specialist. | As early as possible |

*To receive a 2019 credit for your charitable contributions, NPT must receive your contribution by the last business day of the year, December 31.*