

## **Donate Now**

## **2022 Timetable for Giving**

Gift Type	Important Dates	Instructions
Online (Credit Card)	You can make gifts of up to \$10,000 each to your fund or any other fund through <b>Dec. 31, 2022.</b> You will receive an automatic electronic IRS gift receipt via email.	Click <b>here</b> and choose the name of your fund from the menu.
Check	Must be postmarked on or before  Dec. 31, 2022 to receive an income tax deduction this calendar year.  Please note,12/31 falls on a Saturday this year. As such, we recommend postmarking gifts by Friday, 12/30.  Make checks payable to Philadelphia Foundation and put the name of the fund in the memo line.	Mail to: Philadelphia Foundation P.O. Box 826728 Philadelphia PA 19182-6728
Wire Transfer (Cash)	Received in Philadelphia Foundation's cash account by Dec. 31, 2022.  It is recommended that you initiate a wire transfer through your bank prior to Dec. 30, 2022.	Wire Transfer Instructions can be downloaded <u>here</u> .
Publicly Traded Stock held by your broker	Must be received in Philadelphia Foundation's brokerage account by Dec. 31, 2022.  It is recommended that you initiate a stock transfer through your broker prior to Dec. 9, 2022.  Actual timing may be subject to your broker's actions.	Stock Transfer Instructions can be downloaded <u>here</u> .  A delay in submitting the completed form could result in a loss in the value of your stock gift.
Mutual Funds	Must be received by Philadelphia Foundation's brokerage account by Dec. 31, 2022.  It is recommended that you initiate a mutual fund transfer through your broker prior to Dec. 1, 2022.  Actual timing may be subject to your mutual fund company's actions.	Please contact Erin Adler to obtain Mutual Fund Transfer Instructions.  Erin_k_Adler@keybank.com 216-471-2595  *Not all mutual funds are transferable.



## **2022 Timetable for Grants**

To ensure that your favorite charities receive grants from your Donor Advised Fund by year-end, please observe the following timelines and procedures.

Grant(s) recommended by **Nov. 25, 2022\*** will be processed before the business year-end **(Dec. 31, 2022)**.

\*Best efforts will be made after this date.

Please note: Periodically, delays occur during the due diligence process. This may impact the date of the grant distribution.

Two options to recommend grants:

- 1) Recommend a grant by logging on to our website at **www.philafound.org**.
  - Select the "<u>MyDonorPortal</u>" button at the top of the page.
  - Enter your MyDonorPortal User Name and password.
  - Select "Quick Grant Request". You need only the name and city of the nonprofit for the other fields to populate.

If you have forgotten your MyDonorPortal Information or would like to sign up for a MyDonorPortal Log in, please contact **donorrelations@philafound.org**.

Please note that it may take approximately 24 hours to activate new login passwords.

2) Contact your donor services representative at 215-563-6417 or via email at **donorrrelations@philafound.org.**