

# Renaissance Charitable Foundation Year-End Timelines for 2009



These timelines are merely guidelines. Your financial institution may or may not be able to complete the transaction faster. We will make every effort on our part to help the donor receive a 2009 tax deduction and we know that some financial institutions will be able to complete certain transactions after some of these dates. **Please note that since Renaissance Charitable Foundation does not control the transfer**, the actual timing of most gifts depends on the actions of the donor's agents.

The donor or the donor's advisor must give up control during 2009 for the gift to be counted for a 2009 income tax charitable deduction. The donor or the donor's advisor must initiate and complete the transfer to Renaissance Charitable Foundation Inc. during 2009.

Please refer to [www.rcgf.org](http://www.rcgf.org) for more details and forms including the Additional Contribution form as well as Instructions for Gifts of Stock; Donor Contribution Agreement form; Stock/Bond Power form and the Stock Waiver form.

CONTRIBUTION TYPE	WHAT TO DO	PROCESSING TIME	DONOR'S ACTION STEPS
Check or money order	Mail Check or Money Order with an Additional Contribution Form to Renaissance Charitable Foundation.	Same day	Sign and Mail the check during 2009.  Retain proof that the check was mailed during 2009.  Proof includes a 2009 receipt or postmark from the USPS.
Money wire	Instruct your financial institution to wire funds so they arrive in Renaissance Charitable Foundation's accounts on or before December 31, 2009.  Also, Fax the Additional Contribution Form to (877) 736-4624.	Your financial institution may require 3-5 business days to process the donor's request.	Instruct your financial advisor to wire the money by December 22, 2009.
Securities donated by Wire or DTC	Instruct your financial institution to transmit the securities so they arrive in Renaissance Charitable Foundation's accounts on or before December 31, 2009.  Also, Fax the Additional Contribution Form to (877) 736-4624.	Your financial institution may require 3-5 business days to process the donor's request.	Instruct your financial advisor to DTC the securities to the appropriate Renaissance Charitable Foundation account.

CONTRIBUTION TYPE	WHAT TO DO	PROCESSING TIME	DONOR'S ACTION STEPS
Stock Certificate	Mail with an Additional Contribution Form to Renaissance Charitable Foundation.	Same day	<p>Sign one Stock Power form for each stock certificate you are giving (found at <a href="http://www.RCGF.org">www.RCGF.org</a>, Manage Your Account With Our On-line Forms). The name on this form must be precisely the same as the name on the Stock Certificate. Have the form Signature Guaranteed.</p> <p>Sign one Stock Waiver form for each stock certificate you are giving (found at <a href="http://www.RCGF.org">www.RCGF.org</a>, Manage Your Account With Our On-line Forms). The name on this form must be precisely the same as the name on the Stock Certificate. Have the form Notarized.</p> <p>Mail the Stock Certificates in one mailing to Renaissance Charitable Foundation.</p> <p>Mail the Stock Power and Stock Waiver forms in a separate mailing to Renaissance Charitable Foundation.</p> <p>Retain proof that these items were mailed during 2009.</p> <p>Proof includes 2007 receipt or postmark from Fed Ex, UPS, Airborne or USPS.</p>
Restricted stock	Instruct your financial advisor to call Renaissance Charitable Foundation and ask for Consulting for assistance and procedures, 866-803-0389.	Varies by situation, but your financial institutions may need 3-6 weeks to process your request.	Instruct your financial advisor to take action by November 19, 2009.
Mutual Funds	Instruct your financial advisor to call Renaissance Charitable Foundation and ask for Consulting for assistance and procedures, 866-803-0389.	Varies by situation, but your financial institutions may need 3-6 weeks to process your request.	Instruct your financial advisor to take action by November 19, 2009.
Real Estate, Closely-held Business Interests, Partnerships, Art	Instruct your advisors to call Renaissance Charitable Foundation and ask for Consulting for assistance and procedures., 866-803-0389.	Varies by situation, but your attorney and other advisors may need 2-6 weeks to process your request.	Instruct your attorney or other advisors to take action by November 19, 2009.