

- 45 • an original and a copy of the agreement
- 46 • the donor's check (or non-cash gift documentation)
- 47 • a completed fiscal agent's CGA set up form (see Exhibit 1),
- 48 Foundation CGA "Donor Information Form" (see Exhibit 2) –
- 49 attach voided check if donor wishes payouts to be made by
- 50 direct deposit
- 51 • "Summary of Annuity" (Crescendo), highlighting gift amount
- 52 present value of annuity, and charitable gift value
- 53 • "Charitable Deduction" (Crescendo)
- 54 • "Annuity Income Taxation" (Crescendo)
- 55

56 B. Responsibilities of the director of gifts and records management or
57 designee:

58 Records the gift in Raiser's Edge and forwards the packet of
59 information to the foundation accounting, scanning copies to donor's
60 record in Raiser's Edge and keeping copies as he or she may deem
61 appropriate for office records .

62

63 C. Responsibilities of foundation accounting:

64 Books the gift in Financial Edge, deposits check to foundation's gift
65 annuity pool at the fiscal agent, files the original agreement in the
66 foundation safe, retains copies of appropriate documentation and
67 transmits the remainder of the packet of information to the fiscal agent.

68
69 (Under the "Procedure for Acknowledging Planned Gifts," planned
70 gifts are not included in acknowledgement templates generated by the
71 Office of Gifts and Records Management for signatures by president of
72 the university and president of the foundation. The procedure
73 provides for a separate method of processing of planned gifts.)

74

75 D. Chief financial officer of the foundation or designee(s)

- 76 1. Receives and reviews quarterly statement of investments and
- 77 updates accounts.
- 78 2. Receives and reviews documentation on payments to annuitants
- 79 and copies of Annual 1099R.
- 80 3. Maintains appropriate files in the foundation offices.

81

82 E. Responsibilities of the fiscal agent are defined in the master trust
83 agreement and/or other documents.

84 1. Securities and "Mutual Fund" Transactions.

85 Securities eligible for DTC handling will be transferred directly to
86 the gift annuity pool according to the fiscal agent's transfer

87 instructions. Securities in certificate form will be transferred in
88 accordance with the foundation's "Instructions for Stock Gifts."

89
90 F. Procedure Review. Appropriate staff will review this procedure
91 annually.

92
93 **VI. Procedures**

94
95 See "Roles and Responsibilities" above.

96
97

98 **HELP**

99

100 **People to contact**

101 Position Title	Campus Location	Phone Number	Email Address
102 Director, Gift Planning	742 1PP	3-3425	ceckoff@gsu.edu

103

104 **Additional information and resources**

105

106 2.4 Gift Acceptance Policy, Title IV, Planned Giving

107 2.4c Planned Giving Acknowledgement Procedure

108

109 Exhibit 1, SunTrust Bank, Atlanta gift annuity set up form

110 Exhibit 2, Foundation gift annuity donor information form

111 Exhibit 3, Sample transmittal form

Exhibit 1

DATE: _____

SUNTRUST BANK, ATLANTA IS REQUESTED TO
SET UP A GIFT ANNUITY FOR: GEORGIA STATE UNIVERSITY FOUNDATION,
INC.

NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
SS # : - -	DATE OF BIRTH:	

SECOND ANNUITANT:

NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
SS # : - -	DATE OF BIRTH:	

TYPE OF ANNUITY:

CURRENT: <input type="checkbox"/>	DEFERRED: <input type="checkbox"/>
GIFT AMOUNT: *	GIFT DATE: *
COST BASIS: *	ANNUITY RATE:

PAYMENT SCHEDULE AND AMOUNT:

ANNUAL: <input type="checkbox"/>	SEMI-ANN: <input type="checkbox"/>	QTRLY: <input type="checkbox"/>
----------------------------------	------------------------------------	---------------------------------

<input type="checkbox"/> PARTIAL PAYMENT DATE: *	<input type="checkbox"/> PARTIAL PAYMENT AMOUNT: *
--	--

IF TWO ANNUITANTS, PAYMENTS MADE:

JOINTLY: <input type="checkbox"/>	SUCCESSIVELY: <input type="checkbox"/>
-----------------------------------	--

REQUIRED RESERVE: _____

TAXATION SHEET ATTACHED: _____

DIRECT DEPOSIT: (ATTACH COPY OF VOIDED CHECK)

BANK NAME:	
BANK ADDRESS:	
BANK PHONE NUMBER:	
ACCT NUMBER:	ABA NUMBER:

REQUESTED BY: _____

*TO BE COMPLETED UPON FUNDING OF GIFT

GEORGIA STATE UNIVERSITY FOUNDATION. INC.
CHARITABLE GIFT ANNUITY

Donor Information Form

This form is intended to supplement information provide on the fiscal agent's CGA set up form.

1. Date of Transfer:
2. Name(s) and Banner ID('s) of Donor(s):
3. Legal Address of Donor(s): _____
4. Discount Rate (Month/Date):
5. Cost basis for gifts of long-term appreciated property:
6. Holding period for gifts of capital assets:
7. Gift Restrictions:
8. Right to revoke secondary Annuitant(s)'s annuity interest:
9. Asset and Transfer Instructions:

Attachments:

- “Summary of Annuity” (Crescendo)
- “Charitable Deduction: (Crescendo)
- “Annuity Income Taxation” (Crescendo)
- Copy of “Charitable Gift Annuity Agreement”

Sample Letter of Transmittal

DATE

Name, Title and Address of Fiscal agent Contact Person

Re: _____ Gift Annuity, Name of Annuitant

Dear _____:

Attached is a check for \$XX,XXX for annuity from Name of Annuitant. Enclosed you will find:

- The gift annuity set up form,
- The Donor Information Form,
- A copy of the agreement,
- “Summary of Annuity” (Crescendo),
- “Charitable Deduction” (Crescendo), and
- “Annuity Income Taxation”(Crescendo)

We received the property and signed agreement on DATE.

Please let me know if you need additional information. I can be reached at (404) 651-XXXX.

Sincerely,

Name and Title of GSU Contact

Enclosures