

# Gift Donation Procedures

LIFE Senior Services

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[Overview, Frequently  
Asked Questions, and  
Sponsorship / Donation  
Forms]

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# I. Overview

## Introduction

Thank you for your interest in supporting the mission and future of the **LIFE Senior Services** with the gift of stocks, bonds, mutual funds, and/or cash. In all cases of gifts of securities, please notify **John Gonsalves, Finance Director** at **(918) 699-4225** or **Phil Dessauer, Executive Director** at **(918) 585-5551** prior to transferring your gift to our organization.

In all cases of gifts of securities, please notify our Relationship Manager at BOK Financial, **Brian Dugan** at **(918) 588-6528** prior to transferring your gift to our organization. He will notify us of your gift so that we may acknowledge your generosity.

## Transfer Options

To aid you in transferring a gift to our organization, please choose one of the following methods:

### Electronic (Preferred Method)

Type	Transfer Method	Form
Stocks	DTC	Donation of Securites - Page 7
Bonds	FED or DTC	Donation of Securites - Page 7
Mutual Funds	Electronically at Mutual Fund Company	Donation of Mutual Funds - Page 8
Cash	Wire, check, ACH	Cash Donation - Page 9

### Physical Delivery

Stocks and Bonds can be transferred by certificate. In order to do so, please contact the Relationship Manager found on the bottom of page 7. BOK Financial will research the physical certificate and advise you on how to proceed. Please note, the DTC (Depository Trust Company) will no longer issue a physical security if the stock company is a member of the DRS (Direct Registration System).

Cash can be sent by check. To do so, please see Instructions for a Cash Donation to the LIFE Senior Services found on page 9.

## II. Frequently Asked Questions

### What role does BOK Financial serve?

BOK Financial serves as our Custodian/Investment Manager. Stock/mutual fund donations will be transferred to them in our name.

### Why is so much information required for me to make a security or mutual fund donation?

Securities have to be re-registered electronically and mutual funds have to be transferred to a new account at the fund company. In order to make sure this is done in a timely and efficient manner, we need to make sure BOK Financial has the required information.

### Are there deadlines for making security donations in the current tax year?

Yes. In order to make sure securities donations are accurately accounted for, we ask that you allow for the following:

Type	Amount of Time Required for Transfer	Deadline	Value
Stocks	15 Days	December 15th	Average of the high and low on the date of re-registration
Bonds	15 Days	December 15th	Average of the high and low on the date of re-registration
Mutual Funds	30 Days	December 1st	Average of the open and close price on the date of re-registration
Physical Securities (Stocks or Bonds)	30 Days	December 1st	Average of the high and low on the date of re-registration
Cash	Day Received	3 business days prior to year end	Amount of Gift

**When is my donation considered received?**

The gift valuation date of your donation will be when the stock, bond, or mutual fund is re-registered in our name at BOK Financial.

Cash donations are considered received when deposited into our account at BOK Financial.

**Does this mean I will be unable to make a donation after the deadlines have passed?**

No, not necessarily. BOK Financial will put forth best efforts to get your donation entered by the end of the year. Processing preference will be given to those donations we know about in advance. Electronically sent stocks are the easiest to process at year-end.

**Why is it important we notify you of our security/mutual fund donation prior to sending it?**

This allows us time to notify BOK Financial. We want to make sure your donation is processed in a timely and efficient manner. In order to do so, we need to make certain BOK Financial is aware of your donation so our records accurately reflect your generous contribution to our organization. If BOK Financial hasn't been notified, it could lead to a delay in processing or your donation being returned to the delivering institution.

**Are you able to backdate a transaction at year-end?**

No, BOK Financial is unable to backdate a transaction for tax purposes or if incomplete information is provided.

### **III. Sponsorship/Donation Forms**

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## Instructions for the Donation of Securities to LIFE Senior Services



**BOK Financial will provide a copy of this form to the  
LIFE Senior Services so they can recognize the gift for you.**

Donor Information	
Signature:	Account Name:
Printed Name:	Account Number:
Address:	
City, State	Phone #:
Delivering Institution Contact Information	
Broker Name:	Phone #:
E-Mail:	Fax #:

Security Name	CUSIP/Ticker	# of Shares	Cost Basis	Acquisition Date	Approximate Market Value

Delivery Instructions and Contact Information for Delivering Institution	
DTC Participant: #0901 – BNY Mellon	FED : BOK FINANCIAL Tulsa / Trust (must use <i>TRUST</i> )
Account #: 016071 – BOK FINANCIAL, Trust	ABA #103900036
FBO: LIFE Senior Svcs 61-9736-01-0	FBO: LIFE Senior Svcs 61-9736-01-0

**Cash Wire Instructions:**      BOKF, N.A.  
    ABA # 1039-00036  
    Credit Account # #600024642/Trust Funds  
    For Further Credit: LIFE Senior Svcs 61-9736-01-0

### TRUST SECURITIES CONTACTS FOR FREE RECEIPTS / DELIVERIES

Name	Phone (Direct)	Fax	Email	Title
Brian Dugan	918.588.6528	918.588.6489	<a href="mailto:bdugan@bokf.com">bdugan@bokf.com</a>	Relationship Manager
Middle Office	918.619.1135	918.619.1729	<a href="mailto:MiddleOfficeFreeReceipts@bokf.com">MiddleOfficeFreeReceipts@bokf.com</a>	Coordinator

To ensure an efficient and timely transfer of this gift, please email or fax a completed copy of this form to the Relationship Manager listed above. Failure to provide complete and accurate instructions could lead to this gift being delayed or returned to the delivering organization. BOK Financial can receive individual securities from brokerages via ACAT. For further information, please contact the Relationship Manager.

## Instructions for the Donation of Mutual Funds to the LIFE Senior Services



**BOK Financial will provide a copy of this form to the  
LIFE Senior Services so they can recognize the gift for you.**

Donor Information	
Signature	Account Name:
Printed Name:	Account Number:
Delivering Institution Contact Information	
Broker Name:	Phone #:
E-Mail:	Fax #:

Fund Name	Fund #	CUSIP/ Ticker	Delivering Acct #	# of Shares to Be Donated	Estimated Market Value

(Information should be obtained from delivering institution, please attach an additional form if necessary)

Once the above information is received from the donor, BOK Financial will establish an account with the fund company and provide appropriate delivery instructions for each incoming fund. These instructions will be sent directly to the delivering broker if their contact information is provided. It is the donor's responsibility to provide the donation information to their broker. If the delivering broker's contact information is not provided, the donor will be responsible for forwarding delivery instructions. Mutual funds will be transferred into BOK FINANCIAL's omnibus account for the LIFE Senior Services's benefit.

**Mutual Fund(s) sent without an account established by BOK FINANCIAL will be rejected.**

**Cash Wire Instructions:**      BOKF, N.A.  
    ABA # 1039-00036  
    Credit Account # #600024642/Trust Funds  
    For Further Credit: **LIFE Senior Svcs 61-9736-01-0**

### TRUST SECURITIES CONTACTS FOR FREE RECEIPTS / DELIVERIES

Name	Phone (Direct)	Fax	Email	Responsible for:
Brian Dugan	918.588.6528	918.588.6489	<a href="mailto:bdugan@bokf.com">bdugan@bokf.com</a>	Relationship Manager
Middle Office	918.619.1135	918.619.1729	<a href="mailto:MiddleOfficeFreeReceipts@bokf.com">MiddleOfficeFreeReceipts@bokf.com</a>	Coordinator

To ensure an efficient and timely transfer of this gift, please email or fax a completed copy of this form to the Relationship Manager listed above. Failure to provide complete and accurate instructions could lead to this gift being delayed or returned to the delivering organization. BOK Financial can receive individual securities from brokerages via ACAT. For further information, please contact the Relationship Manager.



Instructions for a Cash Donation to the  
LIFE Senior Services



**BOK Financial will provide a copy of this form to the  
LIFE Senior Services so they can recognize the gift for you.**

Donor Information	
Signature:	Account Name:
Printed Name:	Account Number:
Address:	
City, State	Phone #:
Delivering Institution Contact Information	
Banker Name:	Phone #:
E-Mail:	Fax #:

Fund Name	Amount

**Cash Wire Instructions:** BOKF, N.A.  
ABA # 1039-00036  
Credit Account # #600024642/Trust Funds  
For Further Credit: **LIFE Senior Svcs 61-9736-01-0**

**Mailing Instructions:** BOKF, N.A.  
Attn: Brian Dugan/Cullen Clark  
PO Box 880  
Tulsa, OK 74101-0880

**CONTACTS FOR CASH / WIRES**

Name	Phone (Direct)	Fax	Email	Responsible for:
Brian Dugan	918.588.6528	918.588.6489	<a href="mailto:Bdugan@bokf.com">Bdugan@bokf.com</a>	Relationship Manager
Cullen Clark	918.588.6458	918.588.6489	<a href="mailto:Benjamin.clark@bokf.com">Benjamin.clark@bokf.com</a>	Trust Analyst

To ensure an efficient and timely transfer of this gift, please email or fax a completed copy of this form to the Relationship Manager listed above. Failure to provide complete and accurate instructions could lead to this gift being delayed or returned to the delivering organization. BOK Financial can receive individual securities from brokerages via ACAT. For further information, please contact the Relationship Manager.