**Recommend a Grant**
Due to high volume, grants requested after this date might not reach their destination by the close of the year.

**Deadline:** 12/7

**Hand-Delivering a Check**
Due to COVID-19 conditions, our office is not open to the public.

Please arrange check delivery with the Finance Team by contacting accounting@gtcf.org no later than 12/28/20.

**Deadline:** 12/29 at 4 pm

**Mailing a Check**
Send to: Greater Tacoma Community Foundation
950 Pacific Avenue, Suite 1100 Tacoma, WA 98402

Make check payable to: Greater Tacoma Community Foundation

Please list the Fund Name in the Memo Line of the Check

**Deadline:** Checks must be postmarked by 12/31 in order to be treated as a 2020 charitable gift.

**Making an Online Donation**
You can contribute online here: https://www.gtcf.org/giving/donate-now/

**Deadline:** Donations made via the website must be completed before midnight on 12/31.

**Opening a New Fund**
Deadline: For Donor Advised Funds, the opening fund balance must be received by 12/31.

**Donating a Stock Certificate**
Deadline: Postmarked on or before 12/31

**Donating Securities and Mutual Funds**
Submit a completed letter of instruction to the firm holding your shares and send a copy to accounting@gtcf.org. Allow your financial institution 5-7 days for processing.

**Deadline:** Received by 12/31

**Donating Special Securities**
Call the Philanthropy Department if you need assistance with the following items: Private Stock, Tendered Stock, or Restricted Stock.

**Deadline:** Received by 12/10

**Donating via Wire Transfer**
Instruct your financial institution to wire funds with a copy to accounting@gtcf.org.

Allow your financial institution 3-5 days for processing.

Wire to: Commencement Bank | ABA#125108887
For credit to: Greater Tacoma Community Foundation A/C# 7000002519

**Deadline:** Received by 12/30

**Special Notice: Charitable IRA Distributions**
Under IRS rules, IRAs may NOT make charitable distributions to a Donor Advised Fund (DAF).

Please do not have your IRA custodian send a distribution to your DAF as that may be treated as a taxable distribution to you.

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**GTCF Donor Services can support you in meeting your giving and gift goals for 2020.**

**Contact donorservices@gtcf.org or 253.383.5622 for one-on-one assistance.**