



## Memorandum of Understanding

Thank you for choosing to include Greater Tacoma Community Foundation (GTCF) in your estate plans. We are honored to assist you in carrying out your generosity, vision and capacity to make a positive difference for generations to come.

This Memorandum of Understanding, while not a legally binding document, is meant to document the wishes of the donor(s) identified below to create a new fund or add to an existing fund at GTCF. Information contained in this document will remain confidential.

### DONOR(S) CONTACT INFORMATION

Name(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

☐

Home

☐

Business

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Email #1 \_\_\_\_\_

Email #2 \_\_\_\_\_

Donor(s) Date(s) of Birth \_\_\_\_\_

**RECOGNITION:**<sup>1</sup> Your commitment to make a gift by bequest to GTCF makes you a member of our Legacy Society, an association that honors and recognizes the generosity and vision of donors who have made a commitment to our community through the lasting impact of a planned gift.

☐ I/we would like to be listed in the Legacy Society as follows: \_\_\_\_\_

☐ Please keep my legacy gift anonymous.

### IT IS MY/OUR INTENT TO:

☐ **CREATE A NEW FUND:**

☐ Endowed

☐ Non-Endowed

FUND NAME: \_\_\_\_\_

☐ **ADD TO AN EXISTING FUND:**

FUND NAME: \_\_\_\_\_

<sup>1</sup> Please see page 4 for suggested bequest and estate language to include in a will.

**I/WE WOULD LIKE THE DISTRIBUTIONS FROM THIS FUND TO SUPPORT:**

- ☐ \_\_\_\_\_% to support the following 501(c)3 nonprofit(s) or religious entities:
- ☐ \_\_\_\_\_% to support the following area(s) of interest:
- ☐ \_\_\_\_\_% to create a scholarship that supports:
- ☐ \_\_\_\_\_% to be directed to GTCF as an unrestricted gift. Unrestricted gifts to GTCF fuel the staff resources and community collaborations that make nonprofits, agencies, and individuals more effective in their work to build a thriving Pierce County.
- I would like my gift to be designated to GTCF's **endowed** unrestricted fund.
- I would like my gift to be designated to GTCF's **non-endowed** unrestricted fund.

Please note any special instructions related to the fund:

In the event that an organization(s) listed above is no longer in existence, then I/we would like GTCF to:

identify another organization that closely aligns with the original issue area addressed and determine the best distribution strategy to support that cause.

- ☐ allocate the amount available for spending be used at GTCF's discretion, to support the community's most compelling needs and opportunities.

**METHOD OF GIVING:**

- ☐ **I/WE HAVE INCLUDED GTCF IN A BEQUEST BY DESIGNATING:**
- ☐ A specific amount of my/our estate
  - ☐ A specific percentage of my/our estate
  - ☐ The residue of my/our estate
- ☐ **I/WE HAVE NAMED GTCF AS A BENEFICIARY OF:**
- ☐ My/our 401(k), 403(b), IRA or other tax-deferred retirement plan
  - ☐ My/our life insurance policy

☐ **I/WE HAVE INCLUDED GTCF IN MY/OUR ESTATE PLAN IN ANOTHER WAY.**

Please specify:

**THE APPROXIMATE VALUE OF MY/OUR INTENDED GIFT IS: \$ \_\_\_\_\_**

**\_\_\_\_\_ I/WE WISH TO KEEP THE VALUE OF MY/OUR GIFT PRIVATE AT THIS TIME.**

I/we understand that although this Memorandum of Understanding is consistent with current GTCF policies and procedures, factors such as the required minimum amount of \$10,000 for a permanent named fund, and other administrative policies and procedures may be different at the time my/our gift is received. If the amount generated fails to meet the minimum amount to establish a Fund, I/we would like the Board of Directors to:

allocate the gift to be used at GTCF's discretion, to create the greatest impact in our community by supporting its most compelling needs and opportunities.

combine the funds with an existing endowment whose purposes most closely accomplish my/our intent

combine the funds with the currently existing fund: \_\_\_\_\_

*If no preference is indicated, funds will be used for general charitable purposes of GTCF.*

Please attach a description or a copy of the instructions found in your will or other document pertinent to GTCF.

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

*This agreement is not legally binding.*

DATE: \_\_\_\_\_

\_\_\_\_\_  
Kathi Littmann, President & CEO  
GTCF

**PLEASE EMAIL THIS COMPLETED FORM TO:**

faservices@gtcf.org

**OR MAIL THIS COMPLETED FORM TO:**

GTCF  
950 Pacific Avenue, Suite 1100  
Tacoma, WA 98402

If you have questions, contact:

Philanthropic Services

253.383.5622 | faservices@gtcf.org

**SUGGESTED BEQUEST AND ESTATE LANGUAGE TO INCLUDE IN YOUR WILL:****FOR BEQUESTS TO ESTABLISH A FUND:**

I give, devise and bequeath to Greater Tacoma Community Foundation, a Washington nonprofit corporation, Tax ID: 91-1007459, [\$\_\_\_\_\_ OR \_\_\_\_\_% of my estate OR the remainder of my estate] to establish an endowed component fund to be known as the \_\_\_\_\_ Fund.

I direct that the annual net grant amount of the fund, as established by GTCF's current spending policy be used as described in the separate Memorandum of Understanding filed with Greater Tacoma Community Foundation.

**FOR BEQUESTS TO FUNDS PREVIOUSLY ESTABLISHED:**

I give, devise and bequeath:

(describe assets which are the subject of the bequest (for example, a stated sum \$\_\_\_\_\_ OR a \_\_\_\_\_% percentage of the estate OR the remainder of the estate) to Greater Tacoma Community Foundation, a Washington nonprofit corporation, Tax ID: 91-1007459, to be added to and become a part of The \_\_\_\_\_ Fund, and to be held and administered subject to and in accordance with the provisions of the agreement entitled "The \_\_\_\_\_ Fund" entered into by \_\_\_\_\_ and Greater Tacoma Community Foundation on \_\_\_\_\_, 2\_\_\_\_\_.