

SCOTTISH RITE FOUNDATION

CHARITABLE GIVING CHECKLIST

Type of Document:

Gift Annuity
 Pooled Income Fund
 Charitable Remainder Annuity Trust
 Charitable Unitrust

DONOR: _____ **Soc. Sec. Number:** _____

1. Date gift documents received: _____

2. Date Reviewed:

Accounting _____

Attorney _____

Gr. Executive Dir. _____

Donor Recognition _____

3. Types of assets received:

Cash _____ Stocks/Bonds _____ Life Insurance _____ Real Estate _____

Other _____

4. Length of time for payout, _____ years.

Income Beneficiaries:

Name	SS#	DOB	Male	Female
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

5. Rate of Return requested _____% Acceptable: Yes No
 Percent of SRF Remainder _____%

6. If real estate is involved, have we received an environmental report? Yes No
If no, hold all processing until one is received.

7. If a unitrust is involved and real estate or other difficult to value asset is involved, who is going to pay for the annual appraisal/valuation and what is the estimated cost?
 _____ \$ _____

8. Name & address of Trustee: _____

9. Who is to prepare the annual filings? _____

10. Has the trustee been instructed to provide annual financial reports and tax filings to the foundation?
 Yes No

11. Date the Document has been accepted and signed by SRF: _____
12. Date copy of signed document has been sent to the annuitant and others (specify): _____

13. Date assets were received by trustee: _____
14. Amount received: _____
15. If title to real estate or other such asset is received, has it been reviewed by the attorney? Yes No
If no, hold all further processing until approval is obtained.
16. Date annuity is to begin: _____
17. Have the pro-rated annuity payment requirements for the first year been met? Yes No
18. Death of the annuitant(s): _____ Date: _____
_____ Date: _____
19. Have we requested refund of any payments made after this date? Yes No
20. Date beneficiary distribution was received by SRF: _____