



## Agreement to Establish a Philanthropic Donor-Advised Fund

Please complete this agreement to establish a donor-advised fund (DAF) with an irrevocable gift of at least \$2,500. If you have questions or require assistance, please call The Advise Us Fund at 708-362-0553.

### 1. Create an Fund Name

Please use the word "Fund" when creating your account name (for example, "Jester Family Charitable Gift Fund"). Unless you request anonymity when recommending grants, this name will appear on all correspondence related to the grants made from your donor-advised fund. For legal reasons, we cannot accept any Fund names containing the word "foundation", "endowment" or "trust".

### 2. Provide Donor information

Please identify the owners of the assets being given to establish the donor-advised fund. All information on individual owners, joint owners, trustees and/or co-trustees must be provided below.

**Primary Donor** (default recipient for all Fund correspondence)

Title \_\_\_\_\_  
First Name \_\_\_\_\_  
Middle Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Legal Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Mailing Address (if different) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Telephone \_\_\_\_\_  
Alternate Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_

**Additional Donor** (optional)

Title \_\_\_\_\_  
First Name \_\_\_\_\_  
Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_  
 Social Security Number \_\_\_\_\_  
 Legal Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Mailing Address (if different) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Telephone \_\_\_\_\_  
 Alternate Telephone \_\_\_\_\_  
 Email Address \_\_\_\_\_

**3. Designate Successor(s) and/or Beneficiary(ies)**

Fund donors have the following options upon death, incapacity, refusal of service, or other disqualification of all primary and additional donors, please select among these options:

- name individuals, such as children or grandchildren, as successor-advisors and retain the assets in the existing fund;
- name individuals as successors and split the fund equally among new donor-advised funds for each successor advisor named below (the minimum initial amount for each new account is \$5,000)
- recommend that a charitable organization receive part or all of the balance
- transfer your Fund’s assets to an Advise Us Fund charitable initiative

No successive advisor may transfer the advisement of the fund to another advisor.

If a successor is not named then the remaining assets will be transferred to an Advise Us Fund charitable initiative as selected by the Board of Directors.

Primary and additional fund donors may select any combination of successors but total successor allocation must total 100 percent. This selection can be changed during the lifetime of the fund donor(s).

**Name an Individual successor-advisor (attach additional sheets if more than one)**

First Name _____	Percent of Fund _____
Middle Name _____	_____ %
Last Name _____	
Social Security Number _____	
Date of Birth _____	
Email Address _____	
Relationship to Primary Account Holder _____	
Legal Address _____	
City _____ State _____ Zip _____	

**Name a Charitable Organization (attach additional sheets if more than one)**

Organization Name \_\_\_\_\_ Percent of Fund \_\_\_\_\_  
Federal Taxpayer ID \_\_\_\_\_ %  
Phone \_\_\_\_\_  
Legal Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*All recommendations of charitable beneficiaries are subject to review to ensure they meet Federal charitable standards at the time of distribution.

**Transfer assets to an Advise Us Fund Charitable Initiative (please select one) This selection will also serve as the designation of the fund if it goes into dormancy or if the charitable advisement is not approved, permitted, or able to be completed.**

- Programming support for grass root charities \_\_\_\_\_ Percent of Fund \_\_\_\_\_
- Consultative support for grass root charities \_\_\_\_\_ %
- The Advise Us Fund’s continuity fund (annual grants of the board of directors)
- Founders Fund which makes annual grants to support philanthropic innovation and research

**4. Irrevocable Contribution**

Contributions to the fund can include marketable securities, including mutual funds and cash. Initial contributions must be in the amount of \$2,500 or above, with subsequent contributions at a minimum of \$500. All contributions are irrevocable and given unconditionally. Donors are asked to consult their tax advisors regarding deductibility.

**Cash Equivalents**

- Check \$ \_\_\_\_\_  
(Please make all checks payable to The Advise Us Fund)
- Wire \$ \_\_\_\_\_ Bank Name \_\_\_\_\_  
(Please call at xxx-xxx-xxxx prior to wiring for instructions. The Advise Us Fund cannot initiate wire transfers.)

**Securities, Mutual Funds or Bonds**

A completed Letter of Instruction is required to complete this transaction, to complete this form you may be required to secure a Medallion Signature Guarantee. Please note, a notary is not a Medallion Signature Guarantee.

Name of Security/Bond/Mutual Fund \_\_\_\_\_  
Symbol (if applicable) \_\_\_\_\_  
Number of Shares \_\_\_\_\_ Approximate \$ Value \_\_\_\_\_

Name of Security/Bond/Mutual Fund \_\_\_\_\_  
Symbol (if applicable) \_\_\_\_\_  
Number of Shares \_\_\_\_\_ Approximate \$ Value \_\_\_\_\_

(If additional contributions are being made, please make a photocopy of this form and clearly indicate information on additional assets of security/Bond or Mutual funds.)

**Security certificates held in personal possession**

All certificates must be endorsed by writing “Advise Us Fund” between the words “appoint” and “attorney” in the space provided on the back of the certificate. Date and then sign the certificate EXACTLY as your name appears on the front, and have your signature Medallion Signature Guaranteed. Please note, a notary is not a Medallion Signature Guarantee.

Name of Stock \_\_\_\_\_

Number of Shares \_\_\_\_\_

Name of Stock \_\_\_\_\_

Number of Shares \_\_\_\_\_

(If additional contributions are being made, please make a photocopy of this form and clearly indicate information on additional security certificates held in personal possession.)

## 5. **Investment Pool Recommendation**

Donations to donor-advised funds may be invested in any combination of the investment options provided by The Advise Us Fund. Donor-advised funds are charged an annual administrative and investment assessment based on fund balances.

Recommend a portfolio Investment Pools (selections must total 100%)

Short Term Investment \_\_\_\_\_%

Balanced Investment \_\_\_\_\_%

Growth Investment \_\_\_\_\_%

Portfolio/Fund (Ticker)	Barclays Short Treasury Bond (SHV)	Barclays Capital Aggregate Bond (AGG)	Standard & Poor's 500 Index (IVV)
Short Term	100%	0%	0%
Balanced	20%	40%	40%
Growth	10%	25%	65%

For more information: Barclays Short Treasury Bond Fund, Ticker: SHV

([http://us.ishares.com/product\\_info/fund/overview/SHV.htm](http://us.ishares.com/product_info/fund/overview/SHV.htm)) ; Barclays Capital Aggregate Bond Index, Ticker:

AGG ([http://us.ishares.com/product\\_info/fund/overview/AGG.htm](http://us.ishares.com/product_info/fund/overview/AGG.htm)); S & P 500 Index, Ticker: IVV

([http://us.ishares.com/product\\_info/fund/overview/IVV.htm](http://us.ishares.com/product_info/fund/overview/IVV.htm))

In addition to the investment fees included in the above exchange-traded funds (ETF), stocks that track financial indices, an annual administrative fee is also charged. The administrative fee is a flat 10 basis point (.001%) of the fund value for the short term portfolio and 20 basis points (.002%) for the balanced and growth portfolios (up to \$1,000,000 of overall fund value). After \$1,000,000 of overall fund value, the administrative fee drops to 15 basis points (.0015%) for the balanced and growth funds. The administrative fee is taken quarterly.

## 6. **Agree to Terms**

I hereby request that The Advise Us Fund open a donor-advised fund in the name I have indicated on this form. I have read and agree to be bound to the terms of The Advise Us Fund's Giving and Investment Practices as adopted by the Board of Directors.

This also serves as my written authorization to irrevocably transfer ownership of the assets specified on this form to the Advise Us Fund. I understand that any contribution once accepted by The Advise Us Fund represents an irrevocable contribution and is not refundable under any circumstances. I understand that if I make close to year-end contributions, for tax purposes, the effective date of my contribution could be realized in the next calendar year.

I understand that if there is more than one donor for the donor-advised fund, each donor may act individually and without notice to any other party as if each were the sole donor including making grant recommendations and fund changes with the exception of removing a donor from the fund.

I understand that I may make recommendations as to the investments of the donor-advised fund, as well as recommending grants to charitable organizations from the fund. Further, I understand that these are only recommendations and The Advise Us Fund makes all final decisions concerning donor-advised funds. I agree to the annual administrative and investment fees associated with the management of the fund and accept that these will be deducted from the donor-advised fund.

I also understand that no recommendation made by me shall benefit me or any person, corporation, partnership, trust or estate affiliated with me. Additionally, I understand that the donor-advised fund may not be used to discharge or satisfy a charitable pledge or obligation that is legally enforceable against me or any other person. I recognize the donor-advised fund may not be used to pay for any good or services of value including charitable events that include benefit to me or other attendees I designate.

***I hereby certify that, to the best of my knowledge, all the information provided in this Agreement is accurate, and I will notify The Advise Us Fund in writing of any errors or changes. Further, I confirm that I have full authority to enter into this agreement.***

***Signatures Required – all Fund donors must sign below:***

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Primary Donor Signature

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Date

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Additional Donor Signature

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Date

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The Advise Us Fund Signature

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Date

*The Advise Us Fund has applied for 501(c)(3) public charity (and the status is currently PENDING). All information provided is general and educational in nature. It is not intended nor should be construed as legal and/or tax advice. The Advise Us Fund does not provide legal or tax advice. Consult an attorney or tax advisor regarding your specific legal or tax needs.*