

# Donor Advised Fund Guidelines



United Way of Tucson  
and Southern Arizona  
UnitedWayTucson.org

## Donor Advised Fund Guidelines

These Donor Advised Fund (DAF) Guidelines describe the DAF program of United Way of Tucson and Southern Arizona, as well as important policies, procedures, and benefits associated with establishing and maintaining a DAF. All activities of United Way's Donor Advised program are subject to the terms and conditions of this document. United Way reserves the right to modify the program at any time in keeping with provisions of the Internal Revenue Service.

United Way of Tucson and Southern Arizona ("United Way") is classified as a public charity under the Internal Revenue Code. Donations are irrevocable and are *immediately* tax-deductible to the fullest extent under the law. United Way's DAF program is a charitable vehicle that offers individuals, families and companies the flexibility to make charitable recommendations on a timetable consistent with this policy and IRS regulations.

As an account holder of the United Way DAF program, you have the opportunity to:

- Make irrevocable charitable contributions to the United Way of cash or securities;
- Receive a federal income tax deduction to the extent allowed by law for contributions to public charities;
- Recommend distributions to eligible charities recognized by the IRS. (Distributions are subject to approval by United Way.)

### Eligible Donors

Individuals, families, companies, trusts, and foundations can open DAF accounts and select a name for the fund. Typically, donors choose a name in honor of themselves, the company, their family, a relative or friend.

You must be an active Alexis De Tocqueville Society member with a \$10,000 investment directly to United Way in addition to your DAF contribution, or a member in the Tocqueville Step Up program. Donors to DAFs must meet the terms of Tocqueville Society Guidelines before new funds are contributed.

### Contributions

United Way accepts contributions of cash, mutual fund shares, stocks, bonds and other securities to a DAF in compliance with IRS Guidelines. Contributions of securities will be sold as soon as possible with the net proceeds, after deducting any transaction fees, added to your DAF.

### Contributions are Irrevocable

Once United Way accepts a contribution, it is irrevocable and is owned and held by United Way. *DAF contributions are not refundable.* Any balance remaining in the fund after the death of the account holder will be added to United Way's Millennium Fund (an endowment that when fully funded, will cover all costs of United Way operations). In addition, United Way will close funds

# Donor Advised Fund Guidelines



United Way of Tucson  
and Southern Arizona  
UnitedWayTucson.org

that have had no activity over a two-year period if no response to United Way attempts to communicate with fund holders is received. Balances remaining in these dormant accounts will be transferred to the Millennium Fund.

## Third-Party Contributions

Third party individuals other than the Account Holders of record may make contributions to a particular philanthropic fund and may be eligible to take a tax deduction for their contributions. All contributions must meet the criteria outlined in these guidelines and be accompanied by a pledge card signed by both the third-party contributor as well as the account holder to ensure proper confirmation. Third-party contributors have no distribution privileges with respect to such contributions.

## Making Distributions to Charitable Organizations

Distribution recommendations by the donor(s) can only be made to public charities that are IRS qualified. Additionally, please note that the United Way is required to comply with the USA Patriot Act. As a result, United Way can only disburse funds to qualified organizations that have signed certification forms. This may delay disbursements from your fund during the initial certification process. You will be notified if a significant delay is expected.

Recommendations for distributions shall be submitted to United Way via email or fax on a DAF distribution form and once approved, the proceeds will be distributed to the recommended organization(s). In the event that a recommended distribution cannot be approved, United Way will notify you in a timely manner.

## Restrictions on Distributions:

- Distributions may not be made to pay any legally binding pledge or to provide any private benefit (such as school tuition or scholarships sent directly to individuals), dues, membership fees, benefit tickets, or goods bought at charitable auctions;
- Distributions may not be used for political contributions or to support political campaign activities.
- Distribution recommendations for disallowed purposes will not be approved and action to correct will be taken if we discover that disallowed distributions have been made. Action may include, but not be limited to, requiring that the distribution be returned or that the donor make an additional non-deductible contribution;
- United Way is not able to forward any enclosures with distributions. However, distribution payments are accompanied by a letter from United Way recognizing the account name, and the name of the donor unless you request anonymity. After your recommended distribution is made, you will receive a confirmation from United Way;
- United Way must make distribution checks payable to the recipient organization's legal name, which may be different from the common use name and mail the checks to the organization's official address.

# Donor Advised Fund Guidelines



United Way of Tucson  
and Southern Arizona  
UnitedWayTucson.org

## Minimum Distribution Amounts

The minimum amount for recommendations is \$250. If the amount of a distribution recommendation exceeds the balance of a DAF, the distribution will not be made. If this occurs, you will be contacted for further direction.

## Timing of Distributions

United Way generally reviews distributions on a weekly basis. Upon receipt of a donor's recommendation and approval by United Way's CFO, distributions are generally processed within twenty (20) working days of receipt. Your request could take longer if documentation is needed to comply with the Patriot Act.

This Agreement shall be binding upon \_\_\_\_\_ and the UWTSA, and their respective successors and assigns.

Name Typed:

\_\_\_\_\_

Name Typed:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

United Way of Tucson and Southern Arizona

By: \_\_\_\_\_  
Tony Penn, President and CEO

Date: \_\_\_\_\_

If you have any additional questions, please contact:

Leadership Giving  
[Leaders@unitedwaytucson.org](mailto:Leaders@unitedwaytucson.org)  
(520) 903-9000