

# Harris Charitable Fund Program

## Contribution Deadlines

This quick reference primer will assist you in making year-end contributions to your donor-advised fund. Following the guidelines below will ensure that National Philanthropic Trust (NPT) receives and processes your contributions by the IRS deadline for inclusion in your tax return. Contributions must be made to “National Philanthropic Trust” in order to be eligible for tax deduction purposes. Additional forms are available at [www.HarrisCharitableFund.com](http://www.HarrisCharitableFund.com). You may also contact National Philanthropic Trust (NPT), the administrator and sponsor of the Harris Charitable Fund Program, toll free at (888) 344-3454.

Type of Contribution	Action(s) Required	Deadline
<b>Check</b>	Submit a Contribution Agreement to NPT. U.S. Mail <b>must be postmarked</b> on or before December 31. Federal Express/Overnight <b>must be received</b> by December 31.	<b>December 31</b>
<b>Money Wire</b>	Submit a Contribution Agreement to NPT. Using the instructions provided on the Contribution Agreement, instruct the financial institution to wire the funds on or before December 31. All wires <b>must be received</b> by December 31.  Allow your financial institution 3-5 days for processing.	<b>December 31</b>
<b>Stock</b>	Submit a completed Letter of Authorization to the firm holding the stocks. Submit a copy of the Letter of Authorization and a Contribution Agreement to NPT. NPT <b>must receive</b> all transfers by 1 p.m., EST on December 31.	<b>December 31</b>
<b>Stock Certificates</b>	Submit a Contribution Agreement to NPT. U.S. Mail: <b>must be postmarked</b> on or before December 31. Federal Express/Overnight: <b>must be received</b> by December 31. SEND CERTIFICATES AND STOCK POWER UNDER SEPARATE COVER.	<b>December 31</b>
<b>Bonds</b>	Submit a completed Letter of Authorization to the firm holding the stocks. Submit a copy of the Letter of Authorization and a Contribution Agreement to NPT. All transfers <b>must be received</b> by 1 p.m., EST on December 31.	<b>December 31</b>
<b>Mutual Funds</b>	Submit a completed Letter of Authorization to the firm or transfer agent holding the mutual funds. Send copy of Letter of Authorization and your most recent mutual fund statement to NPT. All transfers <b>must be initiated</b> by December 10 and received by 1 p.m., EST on December 31.	<b>Initiate Transfer by December 10</b>
<b>Special Securities</b>	Instruct your broker to contact NPT’s toll-free number at 888-344-3454 to transfer special securities. All transfers <b>must be initiated</b> by December 3rd and received by December 31.	<b>Initiate Transfer by December 3</b>