

# Gift Agreement

## 1 Donor information

The donor of the account has full and equal rights to recommend grant distributions and to elect the successor advisors to the account. If there is more than one mailing address, the person indicated as the primary donor will receive all account statements and subsequent donor communication at the address indicated. The donor may change this information at any time via the Account Information Update form, which is available online at [harrismycfofoundation.org](http://harrismycfofoundation.org) or by calling the Harris myCFO Foundation office.

### Primary donor

### Secondary donor

Name <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other	Name <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other
Social Security number                      Date of birth	Social Security number                      Date of birth
Mailing address	Mailing address
City    State                      Zip	City    State                      Zip
Company name	Company name
Title	Title
Home phone	Home phone
Business phone                              Mobile phone	Business phone                              Mobile phone
E-mail address (optional)	E-mail address (optional)

## 2 Name on the account

The name can reflect the nature of your charitable mission and/or the scope of involvement of participation. For example, The Jones Family Fund; The Jones Family Fund for the Arts; The JJ Fund, etc. **Grants to charities will be accompanied by a letter that will include the account name and the name and address of the donors unless anonymity is requested.**

Account name
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**5 Successor election**

Donors may name individuals to succeed them on the account with full rights as advisors OR recommend charitable organizations to receive the remaining assets as the beneficiary upon the death, incapacity or other disqualification of ALL advisors on the account. Please note that if no option is selected, upon notification of the death, incapacity or disqualification of the last remaining donor, the Board will redeem the remaining units in the account and distribute the proceeds to the Board’s philanthropy fund. The designation of such individual is accomplished by completing the following selection. A donor may change this election at any time via the Account Information Update form, which is available online at [harrismycfofoundation.org](http://harrismycfofoundation.org) or by calling the Harris myCFO Foundation office.

If you decide to not select a successor advisor, you may instead recommend a qualified charity as the recipient of the assets remaining in the account after your death. Go to Section 6.

**There can be no more than two successor advisors serving at a time.**

**Successor advisor 1**

**Successor advisor 2**

Name <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other	Name <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Other
Social Security number                      Date of birth	Social Security number                      Date of birth
Mailing address	Mailing address
City    State    Zip	City    State    Zip
Company name	Company name
Title	Title
Home phone	Home phone
Business phone                              Mobile phone	Business phone                              Mobile phone
E-mail address (optional)	E-mail address (optional)
Privileges extended <input type="checkbox"/> Ability to advise on allocation of account assets <input type="checkbox"/> Ability to submit grant recommendations <input type="checkbox"/> Ability to view the account online	Privileges extended <input type="checkbox"/> Ability to advise on allocation of account assets <input type="checkbox"/> Ability to submit grant recommendations <input type="checkbox"/> Ability to view the account online
<p><b>Please note: if more than one successor advisor is designated, indicate below how authority will be shared by/among the advisors.</b></p> <input type="checkbox"/> Successor advisors must act jointly. <input type="checkbox"/> Successor advisors may act independently. (If successor advisors may act independently, donor acknowledges and agrees that each successor advisor has authority, acting individually and without notice to the donor(s) and/or other advisors, to deal with the Fund as fully and completely as if the advisor is the sole advisor.)	

**6 Naming a charitable beneficiary**

If you decide to not select a successor advisor, you may instead recommend a qualified charity as the recipient of the assets remaining in the account after death. A donor may change this election at any time via the Account Information Update form, which is available online at [harrismycfofoundation.org](http://harrismycfofoundation.org) or by calling the Harris myCFO Foundation office.

Charitable organization 1	Charitable organization 2
Name	Name
Employer ID number (EIN)	Employer ID number (EIN)
Mailing address	Mailing address
City State Zip	City State Zip
Phone Fax	Phone Fax
E-mail address	E-mail address
Gifts to be used for the specific purpose (optional)	Gifts to be used for the specific purpose (optional)
% of assets to be distributed to organization	% of assets to be distributed to organization

**7 Initial gift**

Initial donations to the Harris myCFO Foundation are accepted at the minimum of \$10,000. Subsequent donations can be as little as \$5,000 or as generous as you wish to make.

**Cash gifts**

- Check for \$** \_\_\_\_\_  
Make check payable to Harris myCFO Foundation and remit to address on page 5.
- Wire for \$** \_\_\_\_\_  
Wiring instructions:  
Citibank NA  
New York, NY 10043  
ABA # ..... 021000089  
FBO ..... Charles Schwab & Co., Inc.  
A/C # ..... 40553953  
For the account of..... Harris myCFO Foundation—cash flow account  
Schwab A/C # ..... 6576-3583

**7 Initial gift, continued**

**Marketable securities (please complete the Letter of Authorization form)**

I understand that the value of my donation for tax-reporting purposes shall be the value of the shares determined using the average market value on the date of gift, generally the day the shares are received by Harris myCFO Foundation. However, the value of the assets within the account established in the name specified will reflect the proceeds of the subsequent sale of these securities minus any brokerage fees. Securities gifted to Harris myCFO Foundation will be liquidated immediately on settlement of the transaction in the Foundation account.

Whether gifts of securities are in street name, or in the form of physical securities, they are transferred into the name of Harris myCFO Foundation and, on settlement, are liquidated without regard to market conditions. Funds are then invested in the investment pool recommended by the donor, if approved.

**Other assets**

Please contact the Harris myCFO Foundation office regarding the transfer of any assets such as real estate, fine art, personal property, etc.:

Harris myCFO Foundation • Attn: Harris myCFO Foundation Manager  
 phone 877.692.3605 • fax 310.407.1192 • info@harrismycfofoundation.org

**8 Investment pool recommendation**

You can recommend that your contribution can be allocated to *one* of the following pools. Failure to recommend a pool will result in the contribution being invested in the highly conservative pool.

- Capital growth ..... 70% equity / 30% fixed income
- Moderate ..... 40% equity / 60% fixed income
- Income ..... 25% equity / 75% fixed income
- Highly conservative ..... 0% equity / 100% fixed income

**9 Agreement**

I/We acknowledge and agree to make the donation with the full understanding that it represents an irrevocable donation, once accepted, to the Harris myCFO Charitable Giving Fund at the Harris myCFO Foundation and is not refundable. I/We understand the program guidelines regarding acceptable donations, qualification of grant recommendations and the rights of Harris myCFO Foundation regarding its ownership and authority over the assets contributed. **I/We acknowledge that the Board of Directors of the Harris myCFO Foundation has exclusive legal control over the assets contributed, the investment of the donated assets and their use for charitable purposes.**

Primary donor signature	Date
<b>X</b>	
Secondary donor signature	Date
<b>X</b>	

**10 Submit this form to the Harris myCFO Foundation as follows:**

**Overnight delivery**

Harris myCFO Foundation  
 1080 Marsh Rd, Suite 100  
 Menlo Park, CA 94025  
 877.692.3605

**U.S. Mail**

Harris myCFO Foundation  
 P.O. Box 10196  
 Palo Alto, CA 94303-0975

**Fax**

310.407.1192

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