

Sample NCF correspondence to donor/annuitant & ministry

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SAMPLE POST-CGA CONTRACT MINISTRY NOTIFICATION EMAIL

Dear [Name of Ministry],

We have prepared and mailed [Name of Donor]'s CGA Agreement Packet. A copy of our correspondence is attached for your files as well.

As you are aware, charitable gift annuities are typically reinsured at NCF. Reinsurance will enable us to place in your ministry's Fund now, *in today's dollars*, the amount the Fund is projected to receive upon the death of the annuitant(s). You can expect the amount going to your Fund, which will be approximately [amount], by [Date]. In the event the reinsurance cost would cause NCF's remaining balance to be less than \$500 or 1% of the funding amount (whichever is greater), your ministry's Fund portion will be reduced so that NCF may retain the greater of \$500 or 1% of the funding amount.

Once the funds are available, you may choose to distribute the funds to your ministry (using your online Fund access) or choose a portfolio and allow them to remain in the Fund to grow.

If you have any questions, feel free to contact me.

We appreciate the opportunity to work with you, and we pray that our efforts will be to God's glory and man's good.

Lisa C. Dorsey

CGA Services Program Manager
Direct: 678.892.1854
Main: 404.252.0100
1150 Sanctuary Parkway, Suite 350
Alpharetta, GA 30009 | ncfgiving.com

SAMPLE CGA CONTRACT COVER LETTER

[Date]

[Name of Donor]
[Street Address]
[City, State, Zip]

Dear [Name of Donor]:

We are pleased to forward to you the enclosed duly executed Charitable Gift Annuity Agreement for the benefit of the [Name of Ministry Fund], a component fund of National Christian Charitable Foundation, Inc. (NCF). Your generosity is an encouragement and an exhortation for us to press on in our ministry of serving faithful stewards and the ministries they support.

Enclosed you will find:

- Two originals of your Charitable Gift Annuity Agreement. Please sign both originals, retain one original for your files, and return the second original to us for our files (a return envelope is enclosed for your convenience),
- A receipt you should retain for tax purposes,
- An illustration of your Charitable Gift Annuity,

Briefly, I want to point out, in summary form, some of the aspects of your Charitable Gift Annuity:

- You have made a gift by cash of \$25,000 to NCF for a charitable gift annuity, the remainder of which will go to the [Name of Fund];
- This gift funded The [Name of Donor/Annuitant] [Type] Immediate Gift Annuity Agreement No. [] and was made in return for your receiving the annual sum of [amount], paid in equal [periodic] payments of [amount], for the remainder of your life;
- We estimate the present value of the payments you will receive over the term of the contract is [amount];
- You may be entitled to a charitable deduction of [amount], assuming you qualify (see the attached receipt);
- Your first payment is a prorated payment of [amount] and will be made on [Date];
- Your [periodic] payment dates are [March 31, June 30, September 30, and December 31]. Payments should arrive no later than five days after the payment date. Please notify us in writing of any change of address (or bank account number for EFT deposits);

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[Name of Donor]

[Date]

- During the first part of February of each year, you will receive from NCF, a Form 1099-R that will inform you of the amount of income you are to report when you file your annual tax return;

If you have any questions, please do not hesitate to contact your [Name of Ministry] representative, or you may reach Bethany L. Rowe, NCF's CGA Administrator at 678-892-1863.

It is a privilege to assist you in furthering God's Kingdom and supporting His work at [Name of Ministry].

In His service,

Lisa C. Dorsey
CGA Services Program Manager
National Christian Foundation

Enclosures

Cc: [Ministry Representative]

SAMPLE RECEIPT FOR CHARITABLE CONTRIBUTION

RECEIPT FOR CHARITABLE CONTRIBUTION

[Name of Donor]
[Street Address]
[City, State, Zip]

Dear [Name of Donor]:

This is a receipt for your charitable contribution to National Christian Charitable Foundation, Inc. ("NCF"). The following was received by NCF as a gift in return for the annuity payment arrangement described below:

GIFT RECEIVED:	[Date]
GIFT POSTMARKED:	[Date]
GIFTED ASSET TYPE:	[Type]
GIFTED ASSET DESCRIPTION:	[Description]
GIFT ANNUITY FOR:	The [Name of Donor] [type]
BENEFITING:	The [Name of Ministry Fund]
GIFT ANNUITY AGREEMENT #:	[#]
ANNUAL ANNUITY PAYMENTS:	[Amount]
ANNUITY PRESENT VALUE:	[Amount]
CHARITABLE CONTRIBUTION:	[Amount]

The amount available to you as a charitable contribution for federal income tax purposes represents the difference between the value of the gifted asset described above and the value, calculated in accordance with IRS valuation tables, of the annuity payable under your gift annuity agreement.

NCF has exclusive legal control over the assets contributed and has not provided any goods or services to you in consideration for the above-described gift, except the annuity payments expressly indicated above (which is our good faith estimate of the value of such goods or services).

The tax-deductible amount is subject to other legal requirements including percentage limitations on amounts that you may deduct each tax year. Please discuss with your accountant or other tax advisor for the deductible value of your gift and the date you are deemed to have contributed it.

If you have any questions, please contact Bethany L. Rowe at 678-892-1863.

In His Service,

David D. Johnson
Executive Vice President, Planned Giving
NATIONAL CHRISTIAN FOUNDATION

Note to Donor: This receipt should be kept with your tax records for the year of your gift. Your charitable deduction may be disallowed if you are unable to provide this acknowledgment to the IRS upon request. National Christian Charitable Foundation, Inc. is recognized by the Internal Revenue Service as a tax-exempt organization under section 501 (c)(3) and 107(b)(1)(a) of the Internal Revenue Code. All donations are tax-deductible as permitted by law. National Christian Charitable Foundation, Inc.'s Tax ID is 58-1493949.

SAMPLE CGA CONTRACT

1da-I-GA

Serial Number: [xxx]

National Christian Charitable Foundation, Inc.
GIFT ANNUITY AGREEMENT

**One Life - Donor is the Annuitant
Immediate Payments**

Notice to Donor: A charitable gift annuity is not insurance under the laws of Georgia and is not subject to regulation by the Insurance Commissioner or protected by any insurance guaranty association.

This Agreement is made between [Name of Donor] of [Street Address], [City], [State] [Zip Code] (hereinafter "the Donor"), and National Christian Charitable Foundation, Inc., a Georgia non-profit corporation and tax exempt organization classified as a public charity pursuant to Sections 501(c) (3) and 509 (a) of the Internal Revenue Code of 1986, d/b/a "National Christian Foundation", of 1150 Sanctuary Parkway, Suite 350, Alpharetta, Georgia 30009 (hereafter "NCF").

1. Transfer of Property by Donor

NCF certifies that the Donor, as an evidence of [his/her] desire to support the work of NCF and to make a charitable gift, on [Contribution Date] contributed to NCF the property described in Schedule A attached hereto, the fair market value of which is [amount].

2. Payment of Annuity

In consideration of the property transferred by the Donor, NCF shall pay an annual annuity of [amount] from the date of this Agreement and shall pay such amount to the Donor so long as [he/she] is living.

3. Payment Dates; First Installment

The annuity shall be paid in [quarterly, semi-annual, annual] installments of [amount]. The first installment shall be payable on [Month, Day, Year] in the amount of [amount], prorated on the basis of the number of days in the initial payment period. Subsequent installments beginning on [Month, Day, Year] and continuing every [quarter, half-year, year] thereafter shall be in the full amount of [amount].

4. Birth Date of Donor

The birth date of the Donor is [Month, Day, Year].

5. Payment Correction

If the stated birth date of the Donor should be found to be incorrect at any time, the amount payable or benefit accruing under this Agreement shall be such as would have been provided according to the correct birth date. If any underpayment or overpayment has

been made on account of such misstatement, any such underpayment shall promptly be paid to the Donor, and any such overpayment shall be charged against the current and/or next succeeding payment(s) to the Donor.

6. Irrevocability; Non-assignability; Termination

This annuity is irrevocable and non-assignable, except that it may be assigned to NCF. NCF's obligation under this Agreement shall terminate with the regular payment preceding the Donor's death.

7. Uses and Purposes of Gift

Upon NCF's satisfaction of its obligation under this Agreement, an amount equal to the residuum of the gift shall be used by NCF for its ["**Name of Ministry Fund**"].

8. Entire Agreement; Governing Law

This Agreement, together with Schedule A attached hereto, constitutes the entire agreement of the parties. This Agreement shall be governed by the laws of the [State of Donor].

This Agreement is effective as of [Contribution Date].

DONOR:

National Christian Charitable Foundation, Inc.:

[Name of Donor]

By: _____
[Name of Officer], [Title]

Attest: _____

**Gift Annuity Agreement Between
[Name of Donor] and
National Christian Charitable Foundation, Inc.**

SCHEDULE A

Description of Property

[Description of donated property]

Applicable Mid-Term Rate Election

Charitable Gift Annuity

Name of Donor:
Taxpayer ID:

According to Reg. Sec. 301.9100-8(a)(1), I, [Name of Donor], am making an election as provided under Section 7520(a) of the Internal Revenue Code.

The interest being valued is a charitable gift annuity agreement with National Christian Charitable Foundation, Inc. made on [Contribution Date]. The payout rate of the gift is [payout rate], payable for the lifetime benefit of an individual, age [age of annuitant].

The rate being used to value the transferred interest is that for [CMFR Month used], [CMFR] (120% of the Applicable Mid-Term Federal Interest Rate rounded to the nearest two-tenths of one percent).

Instructions to donor

You are receiving the above election statement because the IRS discount rate used to compute the value of your charitable contribution was based on a rate for one of the two months prior to the month of your gift.

The IRS requires a planned gift donor to make an explicit election in the event that the value of the donor's charitable contribution was computed using the IRS discount rate for either of the two months prior to the month of gift. The month of your gift is [Contribution Month and Year] and the IRS discount rate used to compute the value of your charitable contribution is for CMFR Month and Year used].

You must attach the election statement to your federal income tax return for the tax year in which you claim your income tax charitable deduction for this gift. You should provide your tax preparer with a copy of this election statement.

SAMPLE EFT AUTHORIZATION FORM

Authorization agreement for automated deposits via electronic funds transfer (EFT)

Instructions:

- ✓ Please complete each box below
- ✓ Please attach a **voided check** checking account or a **savings deposit ticket** for savings account to the completed form
- ✓ Please mail this form to: National Christian Foundation, Attn. Bethany L. Rowe, P.O. Box 524, Alpharetta, GA 30009.

Bank Name	
Bank Address	City, State, Zip Code
Depositor's Account Number	☐ Checking ☐ Savings

I hereby authorize and request National Christian Foundation to make payment of any amounts owed to me as a result of my participation in National Christian Foundation's charitable gift annuity program by initiating credit entries to my account at the Financial Institution ("Institution") indicated above. I hereby authorize and request Institution to accept any credit entries initiated by National Christian Foundation and to credit all such entries to my account without liability for the correctness of the entries.

Customer Name (s)	Customer Name (s)
Signed _____ Date _____	Signed _____ Date _____
X	X

I understand and agree that if an erroneous credit is made to my account that National Christian Foundation and Institution are authorized to stop payment, reverse the entry, or make any adjustments necessary to my account to correct the erroneous entry.

Attach voided check here:

SAMPLE ANNUITY PAYMENT LETTER

[DATE]

ANNUITANT NAME
ANNUITANT ADDRESS
ANNUITANT CITY, ST ZIP

Dear ANNUITANT

[Scripture verse]

Thank you for utilizing National Christian Foundation as a vehicle to advance His Kingdom by benefiting ministry work that is near and dear to your heart through a Charitable Gift Annuity (CGA).

Your Charitable Gift Annuity payment of \$XXX.XX will arrive at your bank on [Payment Date]. If you have any questions, please do not hesitate to contact your ministry representative or Bethany L. Rowe our CGA Administrator.

Yours for His cause,



George A. Duffin, Jr.
Director of CGA Services
National Christian FOUNDATION