

GIFT TRANSMITTAL FORM

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| --- |
| DONOR INFORMATION |
| Donor Name |       | Banner ID |       | **Create** [ ]  |
| Spouse/Partner Name |       | Banner ID |       | **Create** [ ]  |
| Donor Address |       |
|  |       | Phone No |       | Business Cell [ ]  [ ]  |
| Donor Email and Website |       | Business Web [ ]  [ ]  |        |  Business Web [ ]  [ ]  |
| **[ ]  In Memory of**  | Name |       | Banner ID |       |
| **[ ]  In Honor of** | Name |       | Banner ID |       |
| **[ ]  Extend Soft Credit to** | Name |       | Banner ID |       |
| [ ]  **ANONYMOUS: WILL NOT receive pledge reminders, acknowledgement letters, or be acknowledged on lists associated with the gift****[ ]  CONFIDENTIAL: WILL receive pledge reminders, acknowledgement letters, and will be acknowledged on lists associated with the gift** |
| GIFT INFORMATION |
| Transaction Type  | [ ]  **NEW Gift**  [ ]  **Pledge Payment #****(pledge number)** |
| Gift Amount | $      | Date |       | [ ]  Cash [ ]  Check [ ]  Credit Card [ ]  Stock [ ]  GIK [ ]  OTHER       |
| Credit Card No  |       | Exp. Date |       |
| GIK Description |       |
|  |       |
| Was this Gift In Kind accepted for the purpose of being sold or auctioned? [ ]  YES |
| DID THE DONOR RECEIVE GOODS OR SERVICES IN EXCHANGE FOR THEIR GIFT?  |
| [ ]  YES (Provide Description)       Fair Market Value of goods or Services received $      |
| Designation Information  |
| $       | Designation # |       | Designation Name |       |
| $       | Designation # |       | Designation Name |       |
| **Does this gift require a NEW designation be created?** |
| [ ]  **ENDOWMENT—(draft/completed)** *Memorandum of Understanding* **must be submitted to the Foundation** [ ]  **NON ENDOWED—(draft/completed)** Gift Intention form or **completed** Spendable Fund Form **must be submitted to the Foundation**[ ]  **NAMING AGREEMENT—(draft/completed)** Naming Agreement **must be submitted to the Foundation**[ ]  **ANNUITY**—Charitable Gift Annuity (CGA) contract – partner with the Foundation and Center for Gift and Estate Planning  |
| Is the donor employed by a mATCHING GIFT Company? |
| Company Name |  | Banner ID |  |
| Acknowledgement and Special Instructions - Use information below for acknowledgement purposes |
|       |
|       | Phone  |       |
| Advancement Officer | Name |       | Banner ID |       |
| Submitted By | Name |       | Phone  |       | Submit Date |       |

Submit completed form along with all supporting documents to**: KSU Foundation**

CPAE • 350 S. Lincoln, Kent OH 44242 • gifts@kent.edu • Fax: 330-672-3049 • Phone: 330-672-GIFT (4438)