

## 2019 Year-End Guidelines

### Adding to Your Fund

- **Need gift instructions or have additional questions?** Simply log in to DonorCentral, our online portal, and choose “Frequently Asked Questions” under “Additional Resources.” If you have additional questions about DonorCentral, contact Joan Henkels at [j.henkels@eccf.org](mailto:j.henkels@eccf.org). To receive current gift instructions, please email or call Michelle Pelletier at [m.pelletier@eccf.org](mailto:m.pelletier@eccf.org) or 978-777-8876. *Please note: Our instructions were updated in November 2019.*
- **Notifying us** of your gift prior to transfer ensures we will properly credit your fund when the gift is received. You can notify Michelle Pelletier at [m.pelletier@eccf.org](mailto:m.pelletier@eccf.org) to ensure we have accurate information.
- **Mailed donations must be postmarked no later than Tuesday, December 31, 2019** in order to receive a 2019 tax deduction.
- **Credit-card transactions** must be processed online no later than Tuesday, December 31, 2019 to receive a 2019 tax deduction.
- **Mutual fund transfers, security transfers or cash wires** must be in Essex County Community Foundation’s account no later than December 31, 2019 to receive a 2019 tax deduction. To ensure that transfers are completed by December 31, we recommend that mutual fund transfers be initiated by Friday, December 13, and that security transfers or cash wires be sent with a few days’ leeway in advance of calendar year end to clear all accounts.

### Grant Making from Your Fund

Grant suggestions will be approved through the end of the year according to our usual weekly process, and every effort will be made to process them in a timely manner. **However, any grant suggestions received after December 13 may not be paid by the end of the calendar year, due to year-end volume and potential outstanding grantee issues.**

Through DonorCentral you can access a list of previously supported organizations for easy and efficient renewals. If you have a problem logging into your account, please contact Joan Henkels at [j.henkels@eccf.org](mailto:j.henkels@eccf.org) and we will work with you to resolve it.