

Making the Most of Your Bank of America Charitable Gift Fund Account

The Bank of America Charitable Gift Fund (CGF) allows you to focus on what's most important: supporting the organizations and causes you care about.

To access your donor portal:

Log in to your MyMerrill or Private Bank account.

Click on your CGF Fund Name shown on the dashboard OR Go to <https://bofa.donorfirst.org/>

Recommending Grants to Charities from Your Donor-Advised Fund (DAF)

What organizations are eligible to receive grants?

U.S.-based charitable organizations are eligible to receive grants and must be either:

- An IRS designated 501(c)(3) charity in good standing or
- The equivalent of an IRS designated charity (such as a religious house of worship or a municipality) as determined by the Charitable Gift Fund. For these types of charities, grant recommendations may take additional processing time.

What types of grants CAN be made from my DAF?

Grants are usually made for one of the following charitable purposes:

- Unrestricted, allowing the charity to determine how best to use the funds.
- Program-specific or targeted to particular operational activities.
- Capital needs or campaigns.

What types of grants CANNOT be processed?

IRS Guidelines prohibit grants that:

- Satisfy a legally binding pledge, commitment, or personal obligation.
- Include tickets to an event, even if donor pays the non-deductible portion separately; or subtract non-deductible portions from larger gifts.
- Pay for goods or services including auction items and tuition.
- Pay for memberships where the donor cannot or will not waive all tangible benefits.
- Are for the benefit of named individuals, including when donors are involved in the selection process for a scholarship.
- Support short-term missionary trips or a missionary related to the donor.
- Support a family member's registration or minimum requirement for a fundraising event.
- Lobbying, political contributions or to support political campaign activities.
- Grants directly to charities based outside the United States.

How soon can I submit my first grant recommendation?

You may submit a grant recommendation as soon as your DAF is approved and funded.

How do I submit a grant recommendation?

Online

1. Access your account via MyMerrill, Private Bank account or at <https://bofa.donorfirst.org/>.
2. Select Recommend a Donation (under the Grants tab).
3. Enter your charity information and then the details for your grant.
4. Check the attestation and then Submit.

To Mail, FAX, or Email a Grant Recommendation

1. Under Donor Resources, click on **Grant Recommendation Form**. Print, complete, and sign the form.
2. Mail, fax or email your recommendation to the address on the form.

Note: Grant amounts of \$250,000 and above cannot be accepted via fax or email. They must be mailed with an original signature or sent via Mobile Easy Sign with your financial advisor's help.

How long does it take to process my grant recommendation and mail the check to the charity?

95% of grants are mailed within 7-10 business days; among those, the average is 5 days. A small number of grants are held longer for IRS-required due diligence.

What is the minimum grant amount I can make from my DAF?

The minimum grant amount is \$250.00.

Am I permitted to personally deliver the grant check to the charity?

No. For the protection of donors and charities, the Charitable Gift Fund sends all grant checks via USPS first class mail directly to the legal address of the receiving charity.



Making Contributions to Your Donor Advised Fund (DAF)

What is the minimum contribution amount I can make to my DAF?

The minimum initial contribution to open your Charitable Gift Fund account is \$25,000.

Subsequent contributions must be at least \$250.

Transfers for contributions into your DAF must be initiated by you or your financial advisor.^{*} Your financial advisor must confirm that non-Depository Trust Company (DTC) eligible mutual funds can be accepted prior to initiating the transfer.

How do I make a contribution to my DAF?

1. You or your financial advisor can start the process by accessing your account.
2. If you are a Merrill client, you can work with your advisor to initiate a contribution or download the **Asset Transfer Form** and follow the instructions.
3. If you are a Private Bank or Merrill EDGE client, download the **Asset Transfer form**.
4. Fill out the necessary information (i.e. asset type, amount).
5. Send the **Asset Transfer Form** to the address on the form.

NOTE: For all asset types, please forward a copy of the completed Asset Transfer Form to the address on the form.

Page 2 of the form contains instructions for you or your financial advisor to transfer assets.

If shares are coming from outside Merrill, confirm with the delivering firm what documentation can be utilized as a Letter of Authorization (LOA). Forward a copy of the LOA to charitablegiftfund@reninc.com.

^{*} NOTE: Contributions to your DAF are irrevocable.

What types of contributions are accepted, and how long before I can see my contribution in my DAF?

The Charitable Gift Fund accepts cash, traditional securities and a range of nonfinancial assets. Please refer to our Asset Transfer Form for details. Processing time will vary based upon the nature of the assets contributed.

- Cash: 2-3 business days.
- Securities: Once received, 5-7 business days.
- Mutual Funds: typically 7 – 10 business days, however timing can vary depending on the delivering firm.
- Specialty assets: Varies on a case-by-case basis

Can I contribute multiple assets in a single contribution?

Yes. You can combine different assets and asset types in a single contribution or separate contributions by asset or asset type.

A gift receipt will be sent for all contributions into your DAF. In addition, you have access to a detailed, online register of each contribution made to your fund.

Investments

What are my investment options?

The CGF offers seven different investment strategies ranging from long-term appreciation to fixed income, plus a Principal Preservation fund. (see below) The seven strategies are offered in two portfolio types:

1. Sustainable, actively managed (including outside managers).
2. Passively managed (e.g. ETFs).

This flexibility allows you to match your investment strategy with your grant-making objectives.

How often can I change my investment strategy?

As your grant-making objectives evolve, you can adjust your investment strategies.

You can change your investment strategy four (4) times per calendar year but only once within a 30-day period.

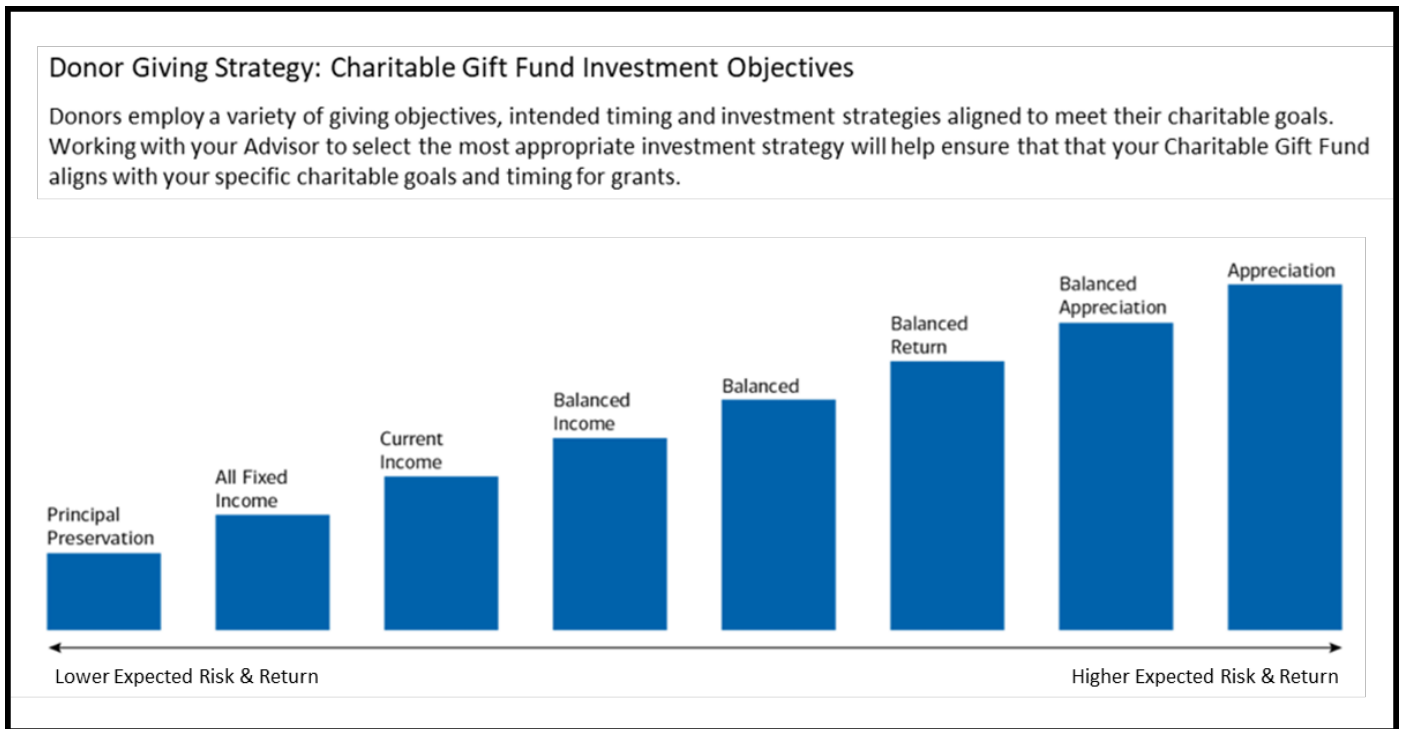
How do I change my investment strategy?

Online

1. Access your account.
2. Select the Investments tab and select **Reallocate** to make your changes.
3. Select **Save** to submit your reallocation.

To Mail, FAX, or Email an Investment Reallocation

1. Under Donor Resources, select on the **Investment Reallocation Form**.
2. Print, complete and sign the form.
3. Mail, fax or scan and email your Investment Reallocation Form to the contact information located at the bottom of the form.



Statements

When will I receive statements?

The Charitable Gift Fund provides quarterly statements detailing your DAF activity: contributions received, investment activity, and grants.

Confirmations and statements are sent by paperless e-delivery and can be accessed through the donor portal under the 'Documents' tab.

You can change the delivery method to paper by emailing the CGF.

How can I change account/grant advisors or successors on my DAF?

You may change authorized advisors or successors at any time by using the appropriate form:

1. Access your account.
2. Under Donor Resources select the **Authorized Advisor Recommendation Form** or the **Successor Recommendation Form**.
3. Print, complete, sign, scan and mail the signed original form to the contact information located at the bottom of the form. The form may also be signed via Mobile Easy Sign, with your financial advisor's assistance.

Working With Your Financial Advisor

Your financial advisor plays a vital role in supporting your wealth management needs, including your charitable giving, and can help you make the most of your Bank of America Charitable Gift Fund account.

Your financial advisor has access to view your account and assist you with:

- Initiating a transfer.
- Reviewing contribution history, grant summaries, and other account details.
- Accessing quarterly statements and account balances.
- Reviewing performance reporting.
- Considering a new investment strategy.
- Completing new account applications.

While your financial advisor can support the full range of activities related to your DAF, you remain the decision-maker, with your financial advisor supporting the implementation of your decisions.

Should an administrative question arise, the Charitable Gift Fund will work directly with your financial advisor.

Contact Us

Call: 888-703-3436

Email: charitablegiftfund@bofa.com

Donor-advised fund and private foundation management are provided by Bank of America Private Bank, a division of Bank of America N.A., Member FDIC and a wholly owned subsidiary of Bank of America Corporation.

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Investment products:

Are Not FDIC Insured	Are Not Bank Guaranteed	May Lose Value
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