

2020 YEAR-END CONTRIBUTIONS AND GRANTS PROCEDURES

The Atlanta Jewish Foundation wants you to experience the joy of giving. To make your year-end charitable planning a smooth process, charitable contributions to funds must be received **no later than midnight December 31, 2020.**

Below are some helpful guidelines to ensure the accurate and timely processing of contributions and grants in 2020. In addition, for contributions, please inform Cindy Weik at (404) 870-1623 or cweik@jewishatlanta.org of the name of the fund receiving the contribution and a description of the contribution (for example, 125 shares of Apple stock or \$125,000 wire transfer initiated on X date) so we can identify your specific contribution.

Type of Contribution	Estimated Process Time	Guideline	Deadline
Mutual Funds	3-4 weeks	Contact your mutual fund company to initiate a transfer as soon as possible. It can take up to 4 weeks for a mutual fund transfer. Contact Cindy Weik at (404) 870-1623 or cweik@jewishatlanta.org with the name of the fund receiving the contribution and a description of the contribution.	Friday, December 4
Grant Distributions	Weekly, sent on Thursdays	To ensure your grantee organization receives your grant by year-end, all grant requests must be submitted by December 11 . Grants are processed every Monday (unless a holiday).	Friday, December 18
Qualified Charitable Distributions/IRA Charitable Rollovers	2 – 3 weeks	Contact your IRA administrator to initiate the transfer. Contact Cindy Weik at (404) 870-1623 or cweik@jewishatlanta.org with the name of the fund receiving the contribution and a description of the contribution	Friday, December 18
Stock Transfers	3-4 days	Stock transfer instructions can be obtained from Cindy Weik at 404-870-1623 or cweik@jewishatlanta.org or other Foundation professionals. Please notify Cindy Weik of the details of the transfer as well as which fund it should be attributed to.	Monday, December 28
Cash Contributions	1-2 business days	Cash contribution instructions can be obtained from Cindy Weik 404-870-1623 or cweik@jewishatlanta.org or other Foundation professionals. Please notify Cindy Weik of the details of the transfer as well as which fund it should be attributed to.	Monday, December 28
Credit Card Contributions	1 business day	Credit card payments can be processed through your personal login on the donor portal.	Monday, December 28