

Important Charitable Giving Deadlines - Calendar Year 2023

****The Lewis-Clark State College Foundation (LCSCF) will be CLOSED Monday, December 25, 2023- Monday, January 1, 2024! ****

Below are gift acceptance deadlines for **2023**, which determine the **tax year** for which the donor may claim their charitable contribution to the Lewis-Clark State College Foundation. **Donors are strongly encouraged not to wait until the last minute to make their gift.**

Cash or Check Gift Deadlines:

- **Hand Delivered:** The last day a donor or staff member may **hand deliver** a gift to LCSCF to qualify for the 2023 tax year is **Friday, Dec. 22**. The LCSCF office is **CLOSED** beginning Monday, December 25, 2023.
The last day gifts can be delivered to the Controller's office is **Friday, December 22**
- **Via US Mail:** Envelopes must be postmarked **no later than Saturday, December 30, 2023**.
- Mail postmarked in December 2023 but delivered in January 2024 to other College departments must be sent or delivered immediately to the Foundation office. **Donor envelopes MUST be included for the Foundation Office to verify the 2023 postmark.**
- **Sent via third-party carrier:** Gifts must be **received by the LCSCF office by 5:00 p.m. December 23, 2023. Or, to the Controller's office by 5:00 p.m. December 23, 2023.** Per the IRS, the legal date for gifts sent via FedEx, UPS or other third-party carrier is the date that the envelope is **received** by LCSCF —NOT the date the gift is sent.

Credit Card Gift Deadlines – POSTMARKS DON'T COUNT!

- **Hand delivered or via US Mail:** Gifts must be **received and charged** by LCSCF no later than **12 p.m. PST on Friday, December 22, 2023**.
- **POSTMARKS DON'T COUNT for credit card gifts!** Per the IRS, the legal contribution date for a credit card gift is the **date the charge is posted to the donor's credit card account**. The postmark date for a mailed-in credit card contribution does **NOT** determine the legal gift date for a credit card gift.
- **Credit Card Gifts Called into LCSCF:** No later than **12 p.m. PST on Friday, December 22, 2023**.
- **Credit Card Types Accepted:** American Express, Discover, Master Card and VISA.

Online Credit Card Gift Deadlines:

- 2023 gifts must be entered on the web site no later than **1:00 p.m. PST on Tuesday, Dec. 26**.

Marketable Securities (Stock Gift) Deadlines:

- **Electronic transfers of marketable securities:** Electronic transfers must be credited to the Foundation's brokerage account **on or before December 29** to qualify as a 2023 gift. Please instruct donors to initiate their transfers **as soon as possible or no later than Dec. 13** to ensure the transfer is complete by Dec 29. Please contact Jennie if you hear of a gift of this nature.

- **Stock certificates:** Certificates and signed stock powers (mailed separately) must be **received** by LCSCF **no later than 3:00 p.m. December 20, 2023.**

Gifts-in-Kind:

- In-kind (personal property) gifts must be physically received by a College department prior to **December 20** in order to qualify as a 2023 tax year contribution. Departments must report in-kind gifts to LCSCF as soon as they are received.
- Gifts of real property must be transferred to the LCSCF **prior to December 31st.** Real property gifts must have prior approval of the LCSCF.

Mailing Address: Lewis-Clark State College Foundation
500 8th Avenue
Lewiston, ID 83501

Telephone: 208-792-2457

e-mail: collegeadvancement@lsc.edu

Hand Delivery: 602 11th Ave.
Lewiston, ID 83501

The Lewis-Clark State College Foundation and Controller's staff look forward to your cooperation and assistance with calendar year end 2023 gift processing. Feel free to contact us with any questions at 208-792-2457 or collegeadvancement@lsc.edu Don't wait until the last minute!

KEY POINTS FOR 2023

- ✓ **Cash or Check Gift Deadlines – hand delivered by 12 p.m. Friday, December 22, 2023 or U.S. Mail postmarked by December 30, 2023 -KEEP THE ENVELOPE**
- ✓ **Credit Card Gift Deadlines – hand delivered or by mail, must be received and charged by LCSCF no later than 12 p.m. Friday, December 22, 2023**
- ✓ **Online Credit Card Gift Deadlines - 1:00 p.m. PST Tuesday, December 26, 2023**
- ✓ **Marketable Securities (Stock Gifts) Electronic Transfer Deadline – December 13, 2023**
- ✓ **Stock Certificates – Via mail received by LCSCF no later than 3:00 p.m. December 20, 2023**
- ✓ **Gifts-In-Kind – donated item(s) must be physically received prior to December 20, 2023**
- ✓ **LCSCF office and LCSC Controller's office are CLOSED December 25 - January 1**
- ✓ **You can reach LCSCF Executive Director, Jennie Jones Hall at 208-874-2469**