



Thank you for your support of Colorado Mountain College through the Colorado Mountain College Foundation, a 501(c)(3) organization, TIN: 74-2393418.

Below are the instructions for gifts of stock/securities, IRA distributions, domestic (U.S.) wire transfers, on-line credit card donations and checks. Please advise us if you are making a gift by stock/IRA distribution or wire transfer so that we can track it in reverse for you.

▪ **ONLINE CREDIT CARD DONATIONS**

To make your contribution on-line, please visit the CMC Foundation secure on-line donation portal at [www.cmcfoundation.org](http://www.cmcfoundation.org)

▪ **CHECK DONATIONS**

Donations via check should be mailed to: Colorado Mountain College Foundation, 802 Grand Avenue, Glenwood Springs, CO 81601.

▪ **BROKERAGE FIRM INSTRUCTIONS for STOCKS/BONDS/GOVERNMENT ISSUES**

(Your brokerage firm will determine if DTC Delivery or Fed Book transfer is used)

**DTC DELIVERIES:**

DTC Participant	2669
Agent ID	20290 – Northern Trust
Institution ID	78500
Account Number	17-92314
Account Name	Alpine Bank
FBO: Client Name & Account Number	Colorado Mountain College Foundation, Inc. Stock Receipt Account Account Number: 51021210

**FED BOOK ENTRY:**

Northern Trust	ABA 071000152/1050 Northern CHGO/Trust Account Number: 17-92314 Account Name: Alpine Bank
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**Additional Information:** In addition to calling the CMC Foundation at 970-947-8378, please call Alpine Trust & Asset Management at (970) 245-5627 to inform them of an incoming transfer. The CMCF account officer is Melissa Knudson, 970-384-3238.

▪ **IRA DISTRIBUTIONS**

- 1) Contact your IRA “trustee” which is the bank or investment firm that manages your IRA—inform them you want to initiate a withdrawal. The bank or investment firm will assist with the withdrawal process and will handle the sale of any stocks, bonds or government issues, etc. for conversion to cash.
- 2) Once the cash conversion process is complete, a check must be issued by the bank or investment firm *directly to the CMC Foundation* (the IRA distribution CANNOT go first to the donor to be eligible, it must come directly from the IRA trustee).
- 3) Checks should be mailed to: Colorado Mountain College Foundation, 802 Grand Avenue, Glenwood Springs, CO 81601.

▪ **DOMESTIC (U.S.) WIRE TRANSFERS**

Routing ABA Number	102103407
Bank Name	Alpine Bank
Bank Address	P.O. Box 10000, Glenwood Springs, CO 81602
Alpine Bank Account Number	1010735868
Title of Account	Colorado Mountain College Foundation, Inc.

➔➔ **IMPORTANT INFORMATION FOR CALENDAR YEAR-END DONATIONS/TAX DEDUCTIBILITY:**

- 1) If you choose to donate stock/securities, the transaction is recognized as completed once the transfer request has been submitted by your financial advisor or firm. However, the donation must be received by the CMC Foundation by midnight on December 31<sup>st</sup>.
- 2) IRA distributions issued by the IRA custodian are recognized once the custodian issues the check from the donor’s IRA; however, the check to CMC Foundation must be postmarked on or before December 31<sup>st</sup>.
- 3) Wire transfers must be received by CMC Foundation by midnight on December 31<sup>st</sup>.
- 4) If you pay by credit card, the transaction is official once the charge is made. Online donations must be made by midnight on December 31<sup>st</sup>.
- 5) If you plan to send your donation via check in the U.S. mail, it must be postmarked on or before December 31<sup>st</sup>.