

- **Gifts of cash (includes checks) Received in Hard Copy (USPS, FedEx, UPS, etc.)**
 - A. Postmark on the envelope dictates the year in which the gift is recorded per IRS regulations except for credit card gifts.
 - B. The envelope must be retained and forwarded with the year-end gift to the Advancement office. If a gift arrives after January 1, please call the Advancement office to advise of the gift and verify proper handling procedures.

- **Credit Card Gifts (count in the year in which the gift is processed through our online portal)**
 - A. Online gifts made before 12:00 pm on December 31 should process in 2021.
 - B. If a donor sends a credit card number via hard copy postmarked in 2021, if processed by Advancement staff in 2021, the donation will be receipted as a 2021 gift.
 - C. To ensure PCI compliance, **please do not email credit card information** to the Foundation. Call Advancement with the donor's credit card information and securely destroy the credit card information once communicated to Advancement or the transaction is complete.

- **Electronic Securities Transfers**
 - A. [The Gift of Security Transfer Notification Form](#) assists with the instructions for completing your gift. The date/time stamp is recorded on the transaction when received by the Foundation.
 - 1. It is NOT the date on which the donor initiated the transfer – according to IRS regulations, the gift of electronic securities transfer is received on the day the Foundation takes possession.
 - 2. At calendar year end, due to volume and staffing at the various brokers, it could take multiple business days for a transaction to receipt in the Foundation's account once it is initiated by the donor.
 - 3. We recommend donors initiate security transactions by December 22 for year-end gift processing and notify the Foundation of their intent to make a gift of securities. If any questions, please call 863-874-8700 or email Foundation@floridapoly.edu.

- **Wire Transfers**
 - A. Date/time stamp on the transaction when received by the Foundation.
 - 1. At calendar year end, due to the volunteer and staffing at the various banks, it could take multiple business days for a transaction initiated by the donor to be receipted in the Foundation's account.
 - 2. We recommend initiating wire transfer transactions by December 22 for year-end gift processing and notify the Foundation of your intent to make a wire transfer so we can ensure the wire transfer is received properly.