

# DONATE A PRIVATELY HELD BUSINESS INTEREST

To make a donation of a privately held business interest to an existing donor-advised fund at the Greater Kansas City Community Foundation, or to Greater Horizons Trust (our giving vehicle primarily used for gifts of S Corp stock) that will eventually benefit a donor-advised fund at the Community Foundation, please complete the following form. All information collected will remain confidential. All personal data on this form is subject to the Community Foundation's privacy policy, which can be found at [www.growyourgiving.org/privacy-policy](http://www.growyourgiving.org/privacy-policy).

To establish a new donor-advised fund to receive the donation, please also complete a separate Donor-Advised Fund Agreement, available at [www.growyourgiving.org](http://www.growyourgiving.org).

## 1 Donor-Advised Fund

Name of Fund

Fund ID

## 2 Donor Information

List additional donors in section 5.

Mr.  Mrs.  Ms.  Dr.  \_\_\_\_\_

First Name

Middle Initial

Last Name

Suffix

Preferred Name or Nickname

Date of Birth

Address  Home  Work

Phone  Home  Work  Cell

City

State

Zip Code

Email Address

## 3 Professional Advisor Information

Please list any professional advisors (accountants, attorneys, financial advisors) the Community Foundation should include in follow-up conversations regarding the gift described in section 4. List additional advisors in section 5.

Professional Advisor Name & Profession

Firm Name

Address

Phone

City

State

Zip Code

Email Address



GREATER KANSAS CITY  
COMMUNITY FOUNDATION

816.842.7444 | [www.growyourgiving.org](http://www.growyourgiving.org)

4

Gift Details

Please provide the following information about the potential gift. Include any additional information in section 5.

Business Legal Name

Full Legal Name of the Owner of the Business Interest to be Donated

Describe the nature of the business and its underlying assets:

[Empty text box for describing the business and its underlying assets]

Business formed as:

The business is taxed as a:

- C Corporation
- S Corporation
- Limited Partnership
- Limited Liability Company (LLC)
- Other\*: \_\_\_\_\_

- Partnership
- C Corporation
- S Corporation
- Not Separately Taxed - Single Member LLC

*\*The Community Foundation does not accept donations of general partnership interests.*

State(s) in which the business files income tax returns

CFO or CPA for the Business

Phone

Email Address

Is there a deadline for completing the gift?  
 No  Yes: \_\_\_\_\_

Is there a binding obligation to sell the interest?  
 No  Yes: \_\_\_\_\_

Are there any potential buyers?  
 No  Yes: \_\_\_\_\_

Are there any capital or expense calls?  
 No  Yes: \_\_\_\_\_

## 4

### Gift Details Continued

What percentage interest in the business does the donor wish to donate? \_\_\_\_\_

How many shares or LLC/limited partnership units does the donor wish to donate? \_\_\_\_\_

What is the total percentage of the business that is owned by (i) the donor, (ii) the donor's family members and (iii) any other entities where more than 35% of that entity is owned/controlled by the donor/donor's family members? \_\_\_\_\_

What is the estimated value of the donor's interest being donated? \_\_\_\_\_

How was this value determined? \_\_\_\_\_

What is the donor's cost basis for the business interest being donated? \_\_\_\_\_

How long has the donor owned the business interest? \_\_\_\_\_

How did the donor acquire the business interest? \_\_\_\_\_

Are there currently any mortgages or other obligations attached to the business? If yes, provide the amount and age of the debt.

No  Yes: \_\_\_\_\_

Are there any "hot assets" (such as inventory or receivables) that will be part of an eventual sale of the business?

No  Yes: \_\_\_\_\_

## 5

### Additional Information

Please provide any additional information you would like us to know.

## 6 Required Documents Please submit the following documents that coincide with the type of business.

### Corporation (C or S Corporation)

- ▶ Articles of Incorporation
- ▶ Bylaws
- ▶ Donor's Qualified Appraisal of the Business Interest Being Donated (if available\*)
- ▶ Shareholder and/or Buy-Sell Agreement
- ▶ Most Recent Corporate Financial Statement
- ▶ Most Recent Federal Tax Return (Form 1120S and K-1 for S-Corps; Form 1120 for C-Corps)

### Limited Partnership

- ▶ Certificate of LP Formation
- ▶ Partnership Agreement
- ▶ Donor's Qualified Appraisal of the Business Interest Being Donated (if available\*)
- ▶ Most Recent Financial Statement
- ▶ Most Recent Federal Tax Return (Form 1065 and K-1)

### Limited Liability Company

- ▶ Articles of Organization
- ▶ Operating Agreement
- ▶ Donor's Qualified Appraisal of the Business Interest Being Donated (if available\*)
- ▶ Most Recent Financial Statement
- ▶ Most Recent Federal Tax Return (Form 1065 and K-1)

*\*A qualified appraisal is required by the IRS and must be submitted to the Community Foundation before Jan. 31 of the year following the gift. If the donor does not have an appraiser, the Community Foundation can provide recommendations.*

## 7 Next Steps

Please return this form and the documents listed in Section 6 to [corporatcounsel@growyourgiving.org](mailto:corporatcounsel@growyourgiving.org). A representative from the Community Foundation will review the documents provided and contact the donor and any named advisors listed in Sections 3 and 5 to discuss this gift.

Assuming the Community Foundation can accept this gift after conducting its due diligence, the donor (or donor's counsel) will prepare documents to transfer the business interest and the Community Foundation will prepare a gift agreement. Please note a one-time transaction fee (minimum \$2,500) will apply to gifts of interests in "pass-through" entities for tax purposes (LLCs, limited partnerships and S corporations).

**Questions? Contact us at [info@growyourgiving.org](mailto:info@growyourgiving.org) or 816.842.7444.**