

DONATE A PRIVATELY HELD BUSINESS INTEREST

1. DONOR-ADVISED FUND

To make a donation of a privately held business interest to an existing donor-advised fund at the Greater Kansas City Community Foundation | Greater Horizons (referred to as the “Community Foundation”), please complete the following form, and note that all information collected will remain confidential. To establish a new donor-advised fund to receive the donation, please also complete a separate “Establish a Donor-Advised Fund” form, available at www.growyourgiving.org.

Fund Name Fund ID

2. DONOR INFORMATION

Name (Prefix, First, Middle Initial, Last)

Home Phone

Address Home Work

Work Phone

City State Zip Code

Cell Phone

Email Address

Date of Birth

List additional donors in section 6.

3. PROFESSIONAL ADVISOR INFORMATION

Please list any advisors the Community Foundation should include in follow-up conversations regarding the gift described in section 4.

Accountant Attorney

Financial Advisor Other: _____

Professional Advisor Name

Firm Name

Address

Email Address

City State Zip Code

Phone

List additional advisors in section 6.

4. GIFT DETAILS

Business Legal Name

Describe the nature of the business and its underlying assets.

Business Formed as:

C Corporation

Limited Liability Company

S Corporation

Other*: _____

Limited Partnership

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

Provide the full legal name of the owner of the business interest to be donated.

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

Estimated value of the donor's interest to be donated: \$

How was this value determined?

How long has the donor owned the asset?

How did the donor acquire the asset?

CFO or CPA for the Business

Phone

Email

Is there a deadline for completing the gift?

No Yes: _____

Are there any potential buyers?

No Yes: _____

Is there a binding obligation to sell the interest?

No Yes: _____

Are there any capital or expense calls?

No Yes: _____

Include any additional information in section 6.

5. REQUIRED DOCUMENTS

Please submit the following documents that coincide with the type of business.

Corporation (C or S Corporation)

- Articles of Incorporation
- Bylaws
- List of Shareholders and Number of Shares Owned by Each
- Appraisal (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
- List of Partners and Percentage Owned by Each
- Appraisal (if available)*
- Most Recent Financial Statement
- Most Recent Federal Tax Return (Form 1065 and K-1)

Limited Liability Company

- Articles of Organization
- Operating Agreement
- List of Members and Percentage Owned by Each
- Appraisal (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.

6. ADDITIONAL INFORMATION

7. NEXT STEPS

Please return this form and the documents listed in section 5 to corporatecounsel@growyourgiving.org. A representative from the Community Foundation will contact the donor and any named advisors listed in sections 3 and 6 to discuss this gift. Assuming the Community Foundation can accept this gift, the donor will need to sign a gift agreement provided by the Community Foundation.