

**Development  
Important Information  
Calendar Year-End 2018**

**Development Working Hours**

Official University Holiday – The University is closed Monday, 12/24/18 through Tuesday, 1/1/19.

Development Holiday Hours – Outlined below are the hours for key offices during the holiday period. The 405 Main Building offices will be closed. In the event of inclement weather, managers may make adjustments to this schedule.

Date	Day	Donor Services (Grace Hall)	Donor Experience (Eddy St)	ESC Offices	Gift Planning (Eddy St)	Controller's Office (Grace Hall)
12/24	Monday	8:00 - 12:00 <sup>3</sup>				8:00 - 12:00
12/25	Tuesday					
12/26	Wednesday	8:00-4:00	12:00-4:00	11:00--3:00 <sup>1</sup>	12:00-4:00 <sup>2</sup>	9:00-4:00
12/27	Thursday	8:00-4:00	8:00-4:00	11:00-3:00 <sup>1</sup>	10:00-4:00 <sup>2</sup>	9:00-4:00
12/28	Friday	8:00-4:00	8:00-4:00	11:00-3:00 <sup>1</sup>	10:00-4:00 <sup>2</sup>	9:00-4:00
12/29	Saturday					
12/30	Sunday					
12/31	Monday	8:00-12:00	8:00 - 12:00	11:00 - 3:00	10:00 - 2:00	8:00 - 4:00
1/1	Tuesday					

<sup>1</sup> ESC Staff will only be in the office to process the mail and deliver it to Grace Hall

<sup>2</sup> Minimal staff will be available for planned giving matters. If they are not busy, Gift Planning staff will leave early

<sup>3</sup> Phones only, no processing

## **Contact Information**

Donor Services: Donor Services may be reached at 631-5150 during established working hours.

405 Main: During the University holiday, the main phone line in 405 Main (631-5089) will have an out of office voicemail message and will direct callers to the Donor Services line for assistance with gifts. Individual 405 Main staff will check email and voicemail when they are able.

Eddy Street: During the University holiday, the front desk phone line (631-7164) will be forwarded to 631-5150 (Donor Services). Individual development staff will check email and voicemail on a regular basis.

Gift Agreements: Amy Schell will be available in the office (1-2297, via email (aschell@nd.edu) and cell phone (574-339-6791) for gift agreement review.

Gift Planning: Wednesday, 12/26: TBD  
(12:00 - 4:00 p.m.)

Thursday, 12/27: TBD  
(10:00 - 4:00 p.m.)

Friday, 12/28: TBD  
(10:00 a.m. - 4:00 p.m.)

Monday, 12/31: TBD  
(10:00 a.m. - 2:00 p.m.)

Gift Planning will follow their standard procedure for the review and transmittal of Gift Planning Agreements. Gift Planning Directors will prepare their own documents that require signature by Micki Kidder or Lou Nanni. Please let Rich Naponelli know if you are expecting any planned gifts to come in during the break.

Donor Experience and Annual Giving Programs: Donor Experience may be reached at 631-5198 during established business hours. Brian Diss and Ryan Brennan will be checking email and voicemail at least twice daily. For football lottery FAQs, visit:

<http://giving.nd.edu/annual-giving/football-ticket-lottery-policy/>

Controller's Office:  
(for gifts of securities) Lisa Kresnak  
Senior Accountant, Security Gifts  
University of Notre Dame  
808 Grace Hall  
Notre Dame, IN 46556  
[ekresnak@nd.edu](mailto:ekresnak@nd.edu)  
phone: 574-631-9947  
fax: 574-631-8549

## **Technical Support**

Technical support will be available on-call during Donor Services office hours for Advance, crmND, iModules, and desktop issues.

Technical Support –Help Desk, 631-2678  
Advance and iModules Application Support – Donna Adams, 631-3019  
crmND Support - Carleen Quinlan, 574-274-7493  
Escalation Contact – Carleen Quinlan, 574-274-7493

For urgent reporting requests/problems, submit a ticket through the Data Request Form on the UR website and a member of the Information Strategy team will respond.

Technical support for *myNotreDame* (login/registration issues) will be available through the *myNotreDame* Help Desk: 631-1579

Alumni Association staff will not be in the office. However, they will be answering email and voicemail from donors trying to log into *myNotreDame*.  
Escalation Contact – Mark Welch 574-210-0072.

## **Development Staff Contact Information**

Cell phone information for key Development staff members.

### Development Office Contacts:

Ryan Brennan	574-292-9066 (cell)
Greg Dugard	574-329-3054 (cell)
Brad Goff	574-315-3000 (cell)
Micki Kidder	574-229-1190 (cell)
Carleen Quinlan	574-274-7493 (cell)
Amy Schell	574-339-6791 (cell)
Jim Small	574-245-0177 (cell)

### Gift Planning Contacts:

Patrick Brennan	574-850-6972 (cell)
Chris DeTrempe	574-387-0308 (cell)
Ken Hendricks	574-850-2494 (cell)
Rob Ortiz	574-339-6402 (cell)
Rich Naponelli	815-236-0550 (cell)
TJ Pillari	574-210-1553 (cell)
Michelle Shakour	574-286-6209 (cell)

## **Mail and Package Delivery**

### **Courier Service**

The last day for courier service pick up is Wednesday afternoon, December 19<sup>th</sup>. The last day for courier service drop off will be the morning of Thursday, December 20<sup>th</sup>. Normal courier service will resume on January 2<sup>nd</sup>.

### **US Mail**

Notre Dame Mail Distribution will be open December 27<sup>th</sup> from 8:00 to 11:00 a.m.

The USPS office in Hammes Mowbray will be open 8:30 – 4:00 on December, 26<sup>th</sup>-28<sup>th</sup> and 31<sup>st</sup>.

#### **Grace Hall**

- Packages and mail from the US Postal Service addressed to 1100 Grace Hall, and inter-office campus mail will be picked up by Donor Services staff on December 27<sup>th</sup> from campus mail distribution for processing.
- Donor Services will pick up mail sent to P.O. Box 519 from the Notre Dame Post Office every day they are processing.

#### **Main Building**

- 405 Main Building mail for Lou Nanni and Drew Buscareno will be picked up at mail distribution and reviewed by Stacy Koebel in Donor Services.
- Non-gift mail for 405 Main will be held in Donor Services and will be returned, via campus mail, to 405 Main on January 2<sup>nd</sup>.

#### **113 Joyce**

- Gifts mailed to Athletics Advancement at 113 Joyce will be forwarded to Grace Hall for review and processing on January 2<sup>nd</sup>.

#### **Eddy Street Commons**

- Development Staff from Eddy Street will sort the mail at ESC following delivery and then transfer all gifts to Grace Hall to prepare for gift input.
- Any gift information will be photo copied and put in fundraisers mailbox. Originals will be send to Donor Services.

### **UPS and FedEx:**

- Please encourage donors who are sending mail or UPS/FedEx during this year-end time to mail directly to 1100 Grace Hall, Notre Dame IN 46556.
- Packages addressed to 1100 Grace Hall or 405 Main will be delivered to the ND Security Office in Hammes Mowbray. Donor Services staff will contact them daily regarding packages and will pick up as needed from the Security Office.
- Packages addressed to the Eddy Street Offices will be accepted by the Donor Experience staff and Eddy Street Development staff will prepare gifts and agreements for processing.
- For Outgoing FedEx/UPS, we recommend envelopes and packages be taken directly to a FedEx or UPS store or dropbox for shipping.

## **Gift Deadlines & Processes**

### Checks

To be recorded for Tax Year 2018, donations made by check must either be received in Donor Services prior to close of business on 12/31/18 (hand delivered, call Donor Services to arrange entry to the building) OR have an envelope postmarked on or before 12/31/18.

### Credit Cards

Online: Gifts submitted on-line before midnight **(11:59pm) Local Time, 12/31/2018** will be credited as a 2018 gift. Please be aware that these gifts may not all be processed before year end, but the IRS recognizes them at the time the credit card is charged. Online giving is the preferred method for credit card gifts since it gives donors instant confirmation of the gift as a 2018 event and is not dependent on Notre Dame working hours or gift volume.

Mail-in: Credit card gifts that are received by mail must be processed by the **end of our business day on 12/31/18** in order to be counted as a 2018 gift for tax purposes. This differs from the deductibility of checks mailed before year-end for which the date of mailing (postmark) is the date of the contribution. If you are aware of a donor who plans to mail a credit card gift, please encourage them to mail it by Monday, **December 14<sup>th</sup>** to help ensure it can be processed by year end.

Phoned-In: Similarly, credit card gift received by phone must be processed by the **end of our business day on 12/31/18** in order to be counted as a 2018 gift. Starting at noon (12:00 PM EST) on 12/29/18 Donor Services will be advising donors who call, via voice mail message, to give online if they want to ensure a CY2018 gift.

### Wire Transfers and ACH Gifts

Monetary gifts can be wired or sent electronically through an ACH transaction. **To receive CY2018 credit, these gifts must be received into Notre Dame's account on 12/31/18 by 3:00 p.m. EST for foreign donations and 5:00 p.m. EST for domestic donations.** Please note that the sending institutions for wire transfers and ACH gifts (the donor's bank) may have earlier deadlines. Additional Wire Transfer information is appended to this document, or you may contact Donor Services at 631-5150 during their published hours for specific instructions for wire or ACH transfers.

### Mutual Fund Transfers

The deadline for mutual fund transfer requests is 12/12/2018. After this date, shares may not be liquidated by calendar year end because transfers from the donors mutual fund account to Schwab can take fifteen days or more.

**Securities**

Securities gifts that are not being used to purchase units in the endowment (expendable gifts or pledge payments, capital gifts or pledge payments) must be in the relevant **Notre Dame account no later than 4:00 p.m. EST on 12/26/2018** to be credited as a 2018 gift. If stock certificates are mailed, they must be postmarked 12/31/2018 or earlier.

Securities gifts that will be used to purchase units in the endowment must be in the relevant **Notre Dame account no later than 4:00 p.m. EST on 12/26/2018** to purchase units by December 29, 2018.

Please see other restrictions related to timing under “trusts” below.

If you are aware of securities gifts that are coming to Notre Dame, please contact Lisa Kresnak and Stacy Koebel. In addition, contact Ken Hendricks and Rich Naponelli for any gifts of securities intended for planned giving vehicles or Donor Advised Funds. Also, any gift of privately held securities or illiquid securities will require the involvement of the Office of Gift Planning. **Be prepared with Donor name/Advance ID, type of security, expected amount/number of shares, and any restrictions or designations for the gift. This will allow us to properly identify the gift when it arrives.**

Stock gifts can be transferred to the University electronically through the Depository Trust Company (DTC). The instructions for electronic transfers of stock are available on our website at <http://supporting.nd.edu/make-a-gift/stock-transfers>.

If brokers require further information, have them contact:

Charles Schwab & Co., Inc.  
137 North Meridian Street  
Indianapolis IN 46204  
(800) 217-2421 or (317) 634-2484

**DAF Distributions**

**Distributable Funds** - Deadline for distribution requests is 12/12/18. If you receive a recommendation form in the mail, please scan a copy and email it to Jennifer Koebel.

**Retained Funds** - Please forward all Retained Fund transfer requests to Jennifer Koebel.

If you have any questions on DAFs, please call Rich Naponelli (1-6302).

**Trusts**

Please send the appropriate documents to your Gift Planning officer as soon as possible. They will need the appropriate documentation to be able to purchase units before year end.

**Trusts funded with cash:** The cash/wire must be received into Notre Dame's account on 12/31/18 by 3:00 p.m. EST.

**Trusts funded with publicly traded securities:** The transfer into our Schwab account must be made no later than 4:00 p.m. EST on 12/26/2018 to ensure unit purchase prior to year end.

If a donor uses a brokerage firm other than Schwab or if a mutual fund company is to receive the assets, allow for two to three weeks to collect the sale proceeds. Mutual funds in particular have taken up to six weeks to complete the transfer. We do not have online access or active relationships with other firms to inform us securities have been transferred. Please forward any communication from the donor on this issue to Lisa Kresnak in order to expedite the transfer process.

## **Appendix 1**

### **INSTRUCTIONS FOR DTC TRANSFER OF SECURITIES TO THE UNIVERSITY OF NOTRE DAME**

To transfer securities to the University of Notre Dame via DTC, please use the following instructions:

DTC #0164, Code 40  
University of Notre Dame Charles Schwab Account No. 8992-3609  
Donor Name & Address: \_\_\_\_\_

University of Notre Dame Tax ID: 35-0868188

**In order to promptly and accurately credit a security gift to the appropriate donor, it is essential that the transfer instructions include the donor's name and address.**

**In addition, please email Lisa Kresnak at [ekresnak@nd.edu](mailto:ekresnak@nd.edu) with the number of shares and securities you are transferring.**

In order to determine if a security gift is to be an unrestricted gift or to be applied to a specific use or purpose, please contact Stacy Koebel-Harder in our Development Office at (574) 631-5546 or e-mail her at [skoebel@nd.edu](mailto:skoebel@nd.edu).

If your broker requires further information, he or she should contact a Controller's Office representative or:

Charles Schwab & Co., Inc.  
137 North Meridian Street  
Indianapolis IN 46204  
(800) 435-4000

To obtain a **BIN** number for Mutual Fund gifts please contact Lisa Kresnak for instructions.

Notre Dame Controller Office contacts are:

**Primary Contact:**

**Ms. Lisa Kresnak**  
**Manager, Brokerage Services**  
808 Grace Hall  
Notre Dame, IN 46556  
E-Mail: [ekresnak@nd.edu](mailto:ekresnak@nd.edu)  
(574) 631-9947  
Fax: (574) 631-8549

**Jason Little**  
**Associate Controller**  
833 Grace Hall  
Notre Dame, IN 46556  
E-Mail: [jlittle1@nd.edu](mailto:jlittle1@nd.edu)  
(574) 631-3579  
Fax: (574) 631-8549

**Drew Paluf**  
**Assoc VP for Finance & Controller**  
805 Grace Hall  
Notre Dame, IN 46556  
E-Mail: [apaluf@nd.edu](mailto:apaluf@nd.edu)  
(574) 631-6401  
Fax: (574) 631-8549



## Appendix 2

Procedures for wire transfer to send funds electronically to the University of Notre Dame:

Bank Name	JP Morgan Chase Bank, N.A. Chicago, IL
ABA# For Wire Transfer Gifts ONLY:	021000021
ABA# - For ACH Transfer Gifts ONLY:	071000013
SWIFT Code (Foreign Wire Transfers)	CHASUS33
Account Name	University of Notre Dame du Lac Development Receipts Account
Account Number	Contact Donor Services for Acct. # (631-9385) Or view at <a href="https://ur.nd.edu/dnldr.php?url=appendix2.pdf">https://ur.nd.edu/dnldr.php?url=appendix2.pdf</a>
Beneficiary	Development Office Attention: Stacy Koebel-Harder (574) 631-5546 Reference donor name and gift purpose on document