

Client/Donor New DAF Information Form

Opening a fund account with Tulsa Community Foundation (TCF) is a simple and easy process. As a financial professional, you can help streamline your client's philanthropic planning by completing this form on their behalf. A minimum to establish a DAF is \$5,000. Contact us (918-494-8823) or visit www.tulsacf.org for additional information, or email donorserv@tulsacf.org.

About Financial Advisor

Financial Advisor/Planner Completing this Form:

Mr. Mrs. Ms. Dr. Other:

_____	_____	_____	
First Name	Nickname (if applicable)	Last name	
_____	_____	_____	
Title/Position	Business Phone	Email Address	
_____	_____	_____	
Business Name	Address	City/State	Zip

Correspondence Preferences:

- Please copy me on draft fund agreement
 Client prefers direct communication with TCF

Authorization:

- I am authorized by the client(s) named below to complete and submit this form on their behalf.

About Client/Donor

Donor(s)/Fund Advisor(s)

This (or these) individual(s) has/have full advisory privileges over the fund, including grant recommendations, investment advice, and naming successor advisors. They will also establish and execute the TCF fund agreement as donor(s).

Donor/Fund Advisor:

Mr. Mrs. Ms. Dr. Other:

_____ First Name	_____ Nickname (if applicable)	_____ Middle Initial	_____ Last name
_____ Home Address	_____ City	_____ State	_____ Zip
_____ Cell Phone	_____ Business Phone	_____ Email Address	
_____ Business Name	_____ Address	_____ City/State	_____ Zip

Additional Donor/Advisor (if applicable):

Mr. Mrs. Ms. Dr. Other:

_____ First Name	_____ Nickname (if applicable)	_____ Middle Initial	_____ Last name
_____ Home Address	_____ City	_____ State	_____ Zip
_____ Cell Phone	_____ Business Phone	_____ Email Address	
_____ Business Name	_____ Address	_____ City/State	_____ Zip

TCF Fund Information

When your client is ready to make their gift, please notify us to ensure that the gift is properly recorded directly. We accept cash, check, wire, ACH, and securities. Contact us to discuss other gift types, including real estate, IRA distributions (RMDs), personal property.

Fund Name

Example would be "The Smith Family Fund"

[Click or tap here to enter text.](#)

Gift Information

Minimum size to establish a Donor Advised Fund (DAF) is \$5,000.

Approximate Initial Gift Amount: [Click or tap here to enter text.](#)

Asset Type: [Click or tap here to enter text.](#)

Fund Investment Advice

Assets of the fund are recommended to be invested in an allocation strategy as follows (select one):

- Money Market
- Income
- Conservative
- Moderate
- Passive Moderate
- Aggressive

Please refer to BOK’s Asset Allocation and Performance Summary for a more detailed description of each of the above options. Any fund with a market value less than \$2,500 will be automatically invested in money market until the market value equals or exceeds \$2,500.

NOTE: Financial advisors with \$500,000 or more in aggregate client DAF assets at TCF may be eligible to manage investments on behalf of their clients, subject to TCF’s Investment Policy Statement and execution of a separate agreement.

- I am interested in this option, in which case TCF would establish an account with your custodian for benefit of donor(s).

Successor Fund Advisor(s)

Your client may may appoint one or more individuals to serve as successor advisors to the fund, who may be a spouse, partner, child, or other heir. These individuals will have the authority to recommend grants and provide investment advice after the death of the last surviving donor or Fund Advisor.

If your client does not wish to name successor advisor(s), please write “none.”

Successor Advisor

Successor Advisor

_____	_____	_____	_____
Full Name	Address	Full Name	Address
_____	_____	_____	_____
Phone	Relationship	Phone	Relationship
_____	_____	_____	_____
Email Address		Email Address	

Disposition of Fund Assets (select one)

When no successor advisor is named, or after the death of the last successor advisor, your client recommends that any remaining fund assets shall be distributed as follows:

- Unrestricted Fund:** Undistributed assets* should become a permanent fund with income available to meet the future charitable needs of the Tulsa and northeastern Oklahoma area.
- Field-of-Interest Fund:** Undistributed assets* should become a permanent named fund with income available for distributions for charitable purposes similar to those recommended during the donor’s lifetime.
- Endowment Fund:** Undistributed assets* should become a permanent agency endowment fund with income designated to the following nonprofit organization(s): Click or tap here to enter text.
- Terminating Fund:** Undistributed assets should be distributed outright to the nonprofit organization(s) in the percentages recommended below:

_____	%	to	_____
_____	%	to	_____
_____	%	to	_____
_____	%	to	_____

*Funds with asset balances of less than \$10,000 will become part of the foundation’s operating endowment.

- Client needs additional consultation on disposition options - please contact.

Estate Planning

TCF has helped generations of donors create a lasting effect on their communities through charitable giving. If your client has already included their fund in estate plans, please complete the following section.

Has your client included this DAF in their estate plan?

- Yes
- No
- Considering/In discussion

If yes, the planned gift is through a:

- Will
- Living Trust
- Retirement plan
- Life Insurance policy
- Charitable remainder trust
- Other: [Click or tap here to enter text.](#)

If possible, please attach a copy of the page(s) from your Will or other document that references the intended gift.

Today, the estimated amount of this gift is \$ [Click or tap here to enter text.](#) (Estimate of gift amount will be used internally only for long-term planning purposes.) Although this letter of intent is an expression of client's current plans, those plans may change and that this declaration is not legally binding.

Referral Information

We greatly appreciate all who make referrals to Tulsa Community Foundation. If you were referred to TCF by another advisor or contact, please share their name(s):

Authorization

Financial Advisor/Planner

- I confirm that I am authorized to complete and submit this form on behalf of the client(s) named above
- I have reviewed this information with my client(s) and it accurately reflects their intentions
- I understand this form is not legally binding and TCF will draft a formal fund agreement for execution

Signature: _____

Date: _____

Next Steps

Return completed form to donorserv@tulsacf.org or your TCF program officer. We will then draft a fund agreement for signatures and set up the fund.

We're here to help.

Contact us at 918-494-8823 or donorserv@tulsacf.org if you need more detailed information, or if you need assistance with transfer instruction, investment policy details, client consultation, complex gift planning.