



Gift/Pledge Transmittal Form - Individuals

Gifts Processing & Admin.
105 E Main Street
(302) 831-4333

Fields marked with * are required

DONOR NAME AND ADDRESS INFORMATION					
Donor Name*		Advance Entity ID#		Entity Type	
Spouse Name		Spouse Advance Entity ID#		Anonymity Requirements— <i>provide details</i>	
Home Address*				Business Address	
Personal Email Address		Home Phone		Business Email	
				Business Phone	
GIFT AND PAYMENT INFORMATION					
Gift or Pledge*	Gift Amount*	Payment Type		Pay Schedule	Payment Amts.
Appeal/Source Code					
NOTE: All documentation for credit card gifts—including this form—must be <u>hand-delivered</u> to the Office of Gifts and Records Admin.					
Credit Card Type		PRINT FORM AND THEN HAND WRITE NUMBER		Cardholder Name	
V MC D AMEX					
Total Amount or Value (USD)		Value of Premium/Benefit Rec'd		Premium/Benefit Description	
Name of Stock (Company)		# of Shares		Date of Transfer	Broker Name
					Broker Phone
GIFT DESIGNATION					
Amount*	Proposal ID	Account Code/Allocation Name		New Fund? Y/N	Department
ADDITIONAL INFORMATION					
Should another entity be given associated credit for this gift? <i>Please provide name, Advance ID#, and any other additional information.</i>					
Is this a gift In Honor or In Memory of anyone? <i>Please provide the honoree's name, Advance ID#, address or memorialized person's name.</i>					
Restrictions – <i>Please indicate if the gift is restricted by the donor</i>					
Matching Gift Company Name and ID#		Description of Gift In-Kind		Value (if <\$5,000; if \$5,000+, attach appraisal document)	
FORM PREPARED AND SUBMITTED BY					
Name of form preparer*		Department*		Email*	Phone*
Gift Officer (if different from preparer)		Department*		Email*	Phone*
Is there a corresponding Gift Commitment Document (Gift Agreement, Letter of Intent)?				Yes	No
Comments					