

Fiscal Year-End Deadlines (July 1-June 30)

These fiscal year-end dates determine the fiscal year in which the gift is credited for donor recognition purposes and the fiscal year that gift revenue is recorded on University of Idaho Foundation, Inc. financial statements. Please contact the Foundation at 208-885-4000 for more information or business hours for a specific year.

Cash or Checks:

- **Checks/cash** must be **physically received** by the U of I Foundation Office **no later than 12:00 p.m. PDT on the last business day of June** to be counted for the fiscal year. Please note that **postmarks DO NOT count** for fiscal year-end deadlines.

Credit Card or EFT:

- **By mail or hand delivered:** must be **physically received** by the Foundation Office no later than **12:00 p.m. PDT on the last business day in June** to be counted for the fiscal year.
- **By phone:** Credit card gifts must be called into the Foundation office at 208-885-4000 **no later than 12:00p.m. PDT on the last business day of June** to be counted for the fiscal year.
- **Online Credit Card gifts:** <https://www.uidaho.edu/givenow> Donors must enter credit card gifts no later than **9 p.m. PDT on June 30th** to be counted for the fiscal year. UIF accepts all major credit cards.

Marketable Securities: <https://www.uidaho.edu/uidahofoundation/gift-administration/gifts-of-securities>

- **Electronic transfers of marketable securities:** Electronic transfers should be completed by the donor's transfer agent by June 15th to ensure that the securities are credited to the University of Idaho Foundation's brokerage account **on or before the last business day of June** for the fiscal year. Securities credited to the Foundation's brokerage account after June 30 will be recorded in the following fiscal year.
- **Stock certificates:** Stock gifts are typically transferred electronically to the Foundation. In the unlikely event a donor has paper stock certificates to transfer, the Certificates and signed Stock Powers (separately mailed) must be physically received by the Foundation office **no later than 12:00 p.m. PDT on the last business day** of the fiscal year.

Gifts-in-Kind:

- **In-Kind gifts** received by the beneficiary unit in a given fiscal year should be reported to the Foundation Office **no later than 12:00 p.m. PDT on the last business day of June for the fiscal year**. Submit documentation to the address or email noted below. Note: In-Kind gifts physically received by campus units prior to June 30 but not reported to the Foundation Office until after July 1 will be recorded as gifts for the following fiscal year.

Calendar Year-End Deadlines (January 1-December 31)

These calendar year-end dates determine the tax year for which the donor may claim their charitable contribution to the University of Idaho Foundation, Inc. (UIF). Please contact the Foundation at 208-885-4000 for more information or business hours for a specific year.

Cash or Checks:

- **Checks/cash** must be **physically received** by the U of I Foundation Office **no later than 12:00 p.m. PDT on the last day the Foundation is open for business in December** **OR** U.S. Mail postmarked by **December 31** to be counted for the tax year.

Credit Card or EFT:

- **By mail or hand delivered:** must be **physically received** by the Foundation Office no later than **12:00 p.m. PDT on the last day the Foundation is open for business in December.**
- **By phone:** Credit card gifts must be called into the Foundation office at 208-885-4000 **no later than 12:00p.m. PDT on the last day the Foundation is open for business in December.**
- **Online Credit Card gifts:** <https://www.uidaho.edu/givenow> Donors must enter credit card gifts no later than **9 p.m. PDT on December 31st**. UIF accepts all major credit cards.

Marketable Securities: <https://www.uidaho.edu/uidahofoundation/gift-administration/gifts-of-securities>

- **Electronic transfers of marketable securities:** Electronic transfers should be completed by the donor's transfer agent by December 15th to ensure that the securities are credited to the University of Idaho Foundation's brokerage account **on or before the last business day of December** for the fiscal year. Securities received electronically after December 31st will be recorded in the following fiscal year.
- **Stock certificates:** Stock gifts are typically transferred electronically to the Foundation. In the unlikely event a donor has paper stock certificates to transfer, the Certificates and signed Stock Powers (separately mailed) must be physically received by the Foundation office **no later than 12:00 p.m. PDT on the last business day the Foundation is open for business in December.**

Gifts-in-Kind:

- **In-Kind gifts** must be physically received by a University department prior to December 31st to qualify as a tax contribution for the given year. Departments must report in-kind gifts to the Foundation as soon as they are received.