



Credit Card Gifts - Policies and Procedures

Credit Card Types Accepted:

The University of Idaho Foundation (UIF) accepts the following major credit cards for payment of charitable contributions: **American Express, Discover, Master Card and VISA.**

Ways to Give:

- On the secure “Give to Idaho” web site –
<https://www.uidaho.edu/giving>

- By telephone or in person to the Foundation Office:

Mailing Address

875 Perimeter Drive MS 3143
Moscow, ID 83844-3143

Physical Address

Mary E. Forney Hall
1210 Blake Ave Room 102A

Phone (208) 885-4000

- Via the US Postal Service or third-party carrier delivered to the Foundation

Required Information to process credit card gifts:

- **Donor’s name** (exactly as it appears on the card), **address**, **credit card type**, **credit card number** and **expiration date**
- **CVV Codes** are **required** for recurring credit card gifts
- **Dollar amount** of authorized charge
- **Gift designation**
- The “Give to Idaho” web site requires an e-mail address
- Recurring credit card gifts require an email address

Dates and Deadlines: IMPORTANT!

- Dates and deadlines are extremely critical, as they will impact the donor's ability to claim a charitable tax deduction in the intended year.
- Per the IRS, the legal contribution date for a credit card gift is the *date the gift is authorized (charged) to the donor's credit card account*.
- The postmark date for a mailed-in credit card contribution does **NOT** determine the legal gift date for a credit card gift.
- The date that a donor gives their credit card information to the Foundation staff does **NOT** determine the legal date for that gift.

Year-End Giving Deadline Summary

Important **Year-End Deadlines** can be found here: [Year End Deadlines](#)

Please Avoid:

- Sending credit card numbers by email. E-mail is not secure.
- Mailing a credit card gift to the Foundation during the December holidays when the university is closed. The credit card gift may not be processed by the donor's December 31 deadline for tax purposes.

Questions? Feel free to contact the Gift Operations office at (208) 885-4000 or email gifts@uidaho.edu