# THE PUTNAM COUNTY COMMUNITY FOUNDATION
# FUND UPDATE FORM

FUND NAME

*Please help us keep our records up to date. Complete and sign this form, and return form to the Foundation office by* **February 28** *in the envelope provided. Thank you.*

□ The contact information for the fund has not changed from last year.

NEW CONTACT POSITION/PERSON: _____

ADDRESS: _____

TELEPHONE: H: _____ W: _____

FAX: _____ E-MAIL: _____

## DISBURSEMENT INFORMATION 2012

**Scholarship Funds.** Scholarship award recommendations require the completion of a scholarship nomination form. These are sent to scholarship administrators annually and are also available on our website. Scholarships subject to HR 4 regulations must submit required paperwork annually prior to any disbursements.

**Donor Advised Funds.** Donor Advised grant recommendations may not represent the payment of a pledge or other previously made financial obligation, nor may advisors or other involved persons expect any personal or family benefit from charitable distributions from the Fund. Examples of ineligible grants include: grants to individuals, ticket purchases to a fund raising dinner, green fees to a charity golf tournament, and reimbursement for charitable expenses incurred by advisor, donor, or related others. Please provide 30 days' notice of recommendations. Recommendation forms are available on our website at www.pcfoundation.org.

**Other Endowments.** The Foundation maintains a "Payout Upon Request" policy. Under this policy, fund agents must submit a written request for payout. If a written request for payout is not received by the Foundation office, the Foundation's policy is to reinvest the available payout in the Fund. Fund agents may elect to receive annual automatic disbursements. Disbursements are made in May and August of each year. Once requested, automatic disbursements will continue unless instructed otherwise and/or the endowment fund balance falls below historic gift.

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## PAYOUT REQUEST 2012

If the fund balance falls below historic gift, payouts must be requested in writing, **even if an automatic disbursement schedule has set up.** I hereby recommend the following payout from the fund identified above.

Payout amount: $_____

Payable to (if applicable): Organization: _____

Address: _____

_____

_____ _____

Signature of fund agent Date Print Name

| **PUTNAM COUNTY COMMUNITY FOUNDATION** Authorized Signature | **DATE** |
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