



## 3 Steps to Making a Beneficiary Gift

Did you know that the beneficiaries named on a retirement plan or life insurance policy determine who will receive these funds, even if they are designated differently in your will?

Did you also know that funds remaining in your IRA may be subject to multiple taxes if left to your estate?

If you are considering including a gift for La Salle Academy in your will, just name us as a beneficiary or partial beneficiary of your retirement plan and leave other less-taxed assets to your family.

1. Request a “change of beneficiary” form from your plan administrator.
2. List La Salle Academy as a beneficiary at the following address:

**La Salle Academy**  
**44 East 2<sup>nd</sup> Street**  
**New York, NY 10003**

3. Inform us of your intentions so we can thank you!



## Advisor's Guide for Planned Giving

### Gifts from Wills and Trusts

When making a charitable gift to a nonprofit organization, it is vital that the legal name of the charity, city and other identifying details be used. To name La Salle Academy in your will or trust please use the following suggested language:

### Residual Bequest Language

A residual bequest comes to us after your estate expenses and specific bequests are paid.

*I give and devise to La Salle Academy (Tax ID #13-5562179) located in New York, NY, all (or state a percentage) of the rest, residue and remainder of my estate, both real and personal, to be used for its general support (or for the support of a specific fund or program.)*

**Specific Bequest Language** ~ Naming La Salle Academy as a beneficiary of a specific amount from your estate is easy:

*I give and devise to La Salle Academy (Tax ID #13-5562179) located in New York, NY, the sum of \$ (or asset) to be used for its general support (or for the support of a specific fund or program.)*

**Contingent Bequest Language** ~ La Salle Academy can be named as a contingent beneficiary in your will or personal trust if one or more of your specific bequests cannot be fulfilled:

*If (insert name) is not living at the time of my demise, I give and devise to La Salle Academy (Tax ID #13-5562179) located in New York, NY, the sum of \$ (or all or a percentage of the residue of my estate) to be used for its general support (or for the support of a specific fund or program.)*



## **Advisor's Guide for Planned Giving (continued)**

### **Gifts of Appreciated Securities:**

Please contact Ismini Scouras for instructions on gifting securities to La Salle Academy.

### **Beneficiary Gifts from Retirement Plans, Life Insurance, Brokerage Accounts or any other plan with a beneficiary designation:**

Please contact your plan provider for a change of beneficiary form. Once you have filled out the form, please send a copy to Ismini Scouras.

Legal Name: La Salle Academy

Tax ID #:

Incorporated in: New York, NY

### **Note to Attorneys, Accountants and other professional Advisors:**

Thank you for helping your client with his or her charitable planning. If you have any questions or concerns, please contact Ismini Scouras, Vice President for Institutional Advancement, at (212) 475-8940 ext. 204 or [iscouras@lasalleacademy.org](mailto:iscouras@lasalleacademy.org).

*The Legacy Society*  
at La Salle Academy



La Salle Academy Development Office  
Ismini Scouras  
Vice President for Institutional Advancement  
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[iscouras@lasalleacademy.org](mailto:iscouras@lasalleacademy.org)  
44 East 2<sup>nd</sup> Street  
New York, NY 10003

## Gifts of Stock

If you wish to make a donation of stock to La Salle Academy, please contact Vice President for Institutional Advancement, Ismini Scouras, at (212) 475-8940 ext. 204 or [iscouras@lasalleacademy.org](mailto:iscouras@lasalleacademy.org) with the following information:

Donor: Your Name

Stock: Name, Number of shares, Value

How to credit the donation (i.e. unrestricted, restricted, etc.)

Please contact Ismini Scouras for full transfer information.

DTC #

For credit to La Salle Academy

Account #

Memo: Donor Name

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## IRA Charitable Rollover

The now-permanent IRA Charitable Rollover provision allows alumni and friends of La Salle Academy to reduce their taxable income, achieve charitable giving goals and satisfy their required minimum distribution – all in one transaction. If you are over age 70 ½, you can donate up to \$100,000 from your IRA directly to La Salle without triggering any federal income taxes.

Below is language you can use to notify your IRA administrator of your intention to make a charitable distribution from your IRA to La Salle Academy via check or wire transfer.

*Please note: Your IRA administrator may require additional forms or documentation. Please contact your administrator or financial advisor to ensure that all documentation is complete.*

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## Instructions for IRA Distribution by Check

Please forward a copy of the letter below to Ismini Scouras at La Salle Academy. The postmark on the envelope from your IRA Administrator will act as the date of your gift.

*Date*

*Address of IRA Administrator*

*Dear Sir or Madam:*

*Please accept this letter as authorization to make a charitable distribution from my Individual Retirement Account # \_\_\_\_\_ . Please issue a check made payable to La Salle Academy (Tax ID # 13-5562201) in the amount of \$ \_\_\_\_\_ , and send it to:*

*Ms. Ismini Scouras  
La Salle Academy Development Office  
44 East 2<sup>nd</sup> Street  
New York, NY 10003*

*These funds are to be used for the purpose of \_\_\_\_\_ .*

*Please include my name and address as the donor of record for this transfer within your correspondence to La Salle. Additionally, please send a copy to me for my own documentation.*

*If you have any questions or need additional information, please contact me at the number below. Thank you for your prompt assistance with this transfer.*

*Sincerely,*

*[Signature of IRA Owner]*

*cc: Ismini Scouras, Vice President for Institutional Advancement, La Salle Academy*

*The Legacy Society*  
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## Instructions for IRA Distribution by Wire Transfer

Please forward a copy of the letter below to Ismini Scouras at La Salle Academy. The postmark on the envelope from your IRA Administrator will act as the date of your gift.

*Date*

*Address of IRA Administrator*

*Dear Sir or Madam:*

*Please accept this letter as authorization to make a charitable distribution from my Individual Retirement Account # \_\_\_\_\_.*

*Please execute a wire transfer in the amount of \$ \_\_\_\_\_ to La Salle Academy (Tax ID # 13-5562201) with the following information:*

*Contact Ismini Scouras for transfer information.*

*These funds are to be used for the purpose of \_\_\_\_\_.*

*Please include my name and address as the donor of record for this transfer within your correspondence to La Salle. Additionally, please send a copy to me for my own documentation.*

*If you have any questions or need additional information, please contact me at the number below. Thank you for your prompt assistance with this transfer.*

*Sincerely,*

*[Signature of IRA Owner]*

*cc: Ismini Scouras, Vice President for Institutional Advancement, La Salle Academy*





## **Sample Bequest Language**

A gift to La Salle Academy in your will or revocable trust proclaims your confidence that La Salle Academy will continue to serve our mission of educating students of diverse cultural and socioeconomic backgrounds with a special outreach to those most in need.

A bequest is easy to arrange, will not alter your current lifestyle in any way, and it can be easily modified to address your changing needs.

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