

New DAF Procedure

Please follow the steps below regarding how to set-up a new AEF Donor Advised Fund (DAF). Please note these steps could vary depending on the asset contributed as well as other factors.

Program Description and Application

1. AEF Program Description & Sample Application is reviewed by the client and Financial Advisor.

- Once ready to proceed, the Financial Advisor/Associate will initiate the DAF application: <https://www.aefonline.org/start-online-application>
- Donor(s) will receive an email notification through DocuSign for electronic signature

Setup Investment Account

2. While the DAF application is in process, the Financial Advisor should receive AEF's Investment Addendum/Client Profile information or contact AEF at **888-440-4233** for information.

- The Investment Addendum includes AEF's client information for you to prepare the investment paperwork to open a nonprofit corporation titled American Endowment Foundation FBO Donor Fund Name
Please ensure you have the most recent addendum as our signers may have changed.
- The FA will upload as an electronic attachment along with any investment advisory management agreement, as applicable, during the final step of the online DAF application process.
- AEF (as the client) completes and signs the investment paperwork and returns it to the Financial Advisor.

The new investment account is registered either as American Endowment Foundation or American Endowment Foundation FBO donor family name Charitable Fund (for example).

Please note, the Financial Advisor may need to be registered in Ohio, since AEF is technically the owner of the new investment account.

DAF Opened at AEF

3. Once the new investment account is opened, the Financial Advisor helps the donor transfer cash or securities into it (see **transfer instructions**.)

- The Financial Advisor should notify AEF with the investment account number, provide online access, confirm ACH is established and advise gifting details prior to the transfer of assets taking place in the investment account. Contact Development at **888-440-4233 x203** or email at: newdaf@aefonline.org

Donor Communication

4. The Donor will receive a welcome packet of information in the mail. Also, they will receive an email from BlackBaud including login information and instructions for DonorCentral (AEF's online client portal).

- DonorCentral allows Donors to access information about their DAFs, submit grant recommendations and review additional information about AEF.
- Once the Donor has funded the investment account, the Donor will receive a tax receipt letter in the US mail and a courtesy copy to the Financial Advisor.

Investment Recommendations

5. The Financial Advisor contacts AEF to discuss any changes in the investment account.

- However, this is unnecessary if the Financial Advisor has discretionary investment authority. For trade approvals Contact AEF Investment team at **888-440-4233 x206**

Funding AEF's Liquidity Account

6. AEF will contact the Financial Advisor, when the account is established to arrange for a distribution of approximately 1% of the fund balance from the investment account to AEF's liquidity account.

- This is not a fee. Its purpose is to fund the DAF's **Liquidity Account** (a small pool of liquidity, held by AEF outside of the investment account, from which AEF takes its quarterly administrative fee.) Once a year, thereafter, AEF will request a distribution to bring the Liquidity Account balance back up to the 1% level.

DonorCentral

7. Donor(s) or Advisors with granting privileges will login to DonorCentral, powered by BlackBaud.

- View AEF's quarterly statements
- Fund Activity – grants, gifts, AEF liquidity balance
- Submit grant recommendations to AEF

Service Requests

8. DAF Service requests

- Financial Advisor(s): Contact Development Team at **888-440-4233 x203**
- Donor(s): Contact Experience Team at **888-440-4233 x201**

Updates to Investment Account Documentation

9. Investment Changes

- Email documentation to: newdaf@aefonline.org
- For Verbal Authorizations call Investments Team at **888-440-4233 x206**

Other Questions

10. Questions?

- Contact the Development Team at **888-440-4233 ext. 203**