

## **Donations for Eastbourne College Foundation and Development Recommended Procedure for USA Taxpayers**

The Foundation and Development Office works with Old Eastbournians, parents and friends of Eastbourne College to raise funds for bursaries and the development of the school's facilities.

### **How to Donate Tax Efficiently**

We are registered with the British Schools and Universities Foundation in the USA, and by routing your donation through that organization you will be able to take a US income tax deduction. The gift can be either a check or a donation of stock or shares. We are required by BSUF to quote the procedure verbatim:

**“To make a gift and take a US income tax deduction, you may make a donation to the British Schools & Universities Foundation (Federal ID Number 13-616-1189), a charitable organization approved by the US Internal Revenue Service under Section 501(c) (3) of their Code. You should express “a preference for Eastbourne College” in your transmittal letter not on your check, which is to be drawn to the order of the British Schools and Universities Foundation. Such preferences are respected by the Foundation but all grants are made at its sole discretion, as required by the IRS.”**

### **Methods of donating via BSUF:**

1. **To donate via credit card**, please go to the home page of the BSUF <http://www.bsuf.org/default.html>
2. **To donate via check** please complete the enclosed forms. Suzanna Standing (Nugent 1982-84) has kindly agreed to act as the administrator for this scheme. Suzanna will be pleased to hear from you, to answer questions and to discuss anything which will promote interest in Eastbourne College Foundation and Development. You may call her on (480) 595 2885. Her email address is [standing@me.com](mailto:standing@me.com)

Please complete and send both the donor transmittal form and the notification form with your check to:

Mrs S C Standing  
37820 N 97<sup>th</sup> Place  
Scottsdale  
Arizona 85262-3088

**Alternatively, if you send your name, address and telephone number together with your check to Suzanna, she will complete the forms for you.** Please remember to draw your checks to the British Schools & Universities Foundation. Suzanna will forward your check and Donor Transmittal form to the BSUF office in New York, and will send the Notification form direct to the Foundation and Development office at Eastbourne College. BSUF will send you a receipt. BSUF will also forward the funds to Eastbourne College.

**Donor Transmittal form**

To: British Schools and Universities Foundation  
575 Madison Avenue, Suite 1006  
New York  
NY 10022-2511

Enclosed is my/our check\*\* value \$....., representing a gift to the British Schools and Universities Foundation for which I/we plan to claim a charitable deduction for US Income Tax purposes. Please acknowledge receipt.

\*\* Or Stock/Shares

In making this gift I/we would like to express a preference for support of Eastbourne College.

Donor Name/s \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

**NB - To the donor:**

**Please make your check payable to British Schools and Universities Foundation. Please send your check, this form, and the Notification form to:**

**Mrs S C Standring  
37820 N 97<sup>th</sup> Place  
Scottsdale  
Arizona 85262**

**for onward transmittal to BSUF.**

**Notification form**

To: **Mrs S C Standring**  
**37820 N 97<sup>th</sup> Place**  
**Scottsdale**  
**Arizona 85262**

This is to inform you that I have sent a check\*\* drawn to BSUF, value

\$.....

expressing my preference for support of Eastbourne College.

\*\* or Stock/Shares

Donor Name/s \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

Date: \_\_\_\_\_