



SCHWAB CHARITABLE®

*Please refer to the chart below for important deadlines for your Charitable Gift Account that could affect your 2009 taxes and which will help us process your donations before the end of the year. For detailed information on submitting various types of contributions please reference the Contribution Form. Our staff will be working through December 31<sup>st</sup> to process your contributions, but we strongly suggest that you follow these guidelines to help ensure timely processing by year-end.*

Type of Submission	What to Do	Estimated Processing Time	Helpful Hints	Donor Initiated Deadline
<b>Grant Recommendations</b>	Submit your grant recommendation online, by fax* or mail.	Grants to organizations that we have already granted to will generally take 3-5 business days, and organizations we have not granted to generally take up to 10 business days.	Submitting your grant recommendations online saves time and paper.	<b>December 18, 2009</b>
<b>Transfers from a Schwab Brokerage Account</b>	Submit your contribution online, by fax* or by mail.	If you are mailing in your form, allow at least 5 days for delivery to Schwab Charitable.	Submitting your contribution online saves time and paper.	<b>Due by December 30, 2009</b>
<b>Stock Transfers from a non-Schwab financial institution</b>	Submit a transfer request to the firm holding the securities. Also, please notify the Fund of the pending transfer by faxing* the Contribution Form.	Subject to the processing time of the other institution. Please allow approximately 4 weeks.	Your financial institution will process a transfer request faster when initiated by you.	<b>December 1, 2009</b>
<b>Mutual Fund Transfers from a non-Schwab financial institution</b>	Submit a signed Contribution Form with your most recent mutual fund statement via mail.	Subject to the processing time of the other institution. Please allow 6 weeks for processing.	Schwab Charitable MUST initiate mutual fund transfers.	<b>November 20, 2009</b>
<b>Wire Transfers from a non-Schwab financial institution</b>	Submit a transfer request to the financial institution to wire the funds. Also, please notify the Fund of the pending transfer by faxing* the Contribution Form.	Subject to the processing time of the other institution. Please allow 8 business days for processing.	Schwab Charitable CANNOT initiate wire requests.	<b>December 18, 2009</b>
<b>Checks</b>	Mail the check with the Contribution Form to Schwab Charitable.	Checks will get processed within 2 business day of receipt.		<b>Must be Postmarked by December 31, 2009</b>
<b>Security Certificates</b>	Submit the certificate with the Contribution Form via registered mail or delivery service.	Security Certificates will be processed within 1 business day of receipt.	Be sure the contribution form is complete and all documents are signed as instructed.	<b>Due by December 30, 2009</b>
<b>Restricted Stock</b>	Please call a Donor Relations Specialist to discuss the available options.	Subject to removal of restrictions. Please allow 6 weeks for processing.	Removal of restrictions may vary, please allow at least 6 weeks.	<b>November 20, 2009</b>

\* Please note our fax number has changed. Send all faxes to the Fund to 877-535-3852.

**To make a contribution to or grant from your Charitable Gift Account, please login to the Donor Center as you normally would, or use the *Contribute to your Charitable Gift Account* form available at [www.schwabcharitable.org/forms](http://www.schwabcharitable.org/forms)**

**Grants made from your Charitable Gift Account are not a taxable event to you, the donor. However, if you do want a grant to be made by December 31, please submit your grant recommendation by Friday, December 18, and we will make every effort to process the grant by year-end (subject to grant recipient responsiveness).**