



Electronic Gift Transfer

Through the Electronic Gift Transfer Program you will be able to make your gift to one of the USC Foundations on a regularly scheduled basis without having to remember to write a check. Below are some frequently asked questions regarding electronic gift transfers. If you have further questions, please contact either of the following:

Kim Elliott	Susan Smith
University Foundations	University Foundations
1027 Barnwell Street	1027 Barnwell Street
Columbia, SC 29208	Columbia, SC 29208
KElliott@mailbox.sc.edu	SBSmith@mailbox.sc.edu
(803) 777-0309	(803) 777-1547

Does this involve complicated paperwork?

No. Simply fill out the **authorization form**, and return it with a voided check or a savings account withdrawal form. The authorization form takes you through the necessary steps for completion.

How soon does the first transfer take place?

Once the University has received the signed authorization form and appropriate attachment(s), the first gift will be deducted within 30 to 45 days. Electronic gift transfers are scheduled on or about the 15th of each month. No deductions are made on Saturday or Sunday.

How will I know if the transfer has been completed?

A record of each electronic gift transfer will be included in your bank statement. You will also receive a gift receipt when the withdrawal has been made from your account.

May I still designate what area(s) of the University will benefit from my gift?

Definitely. On the authorization form, you will find a list of various colleges, campuses and program accounts. You may choose any of the funds listed, or you may write in a specific account of your choice. If more than one designation is chosen, your gift will be divided equally unless otherwise indicated.

Will my electronic gift transfer count towards USC's recognition societies?

Yes. The electronic gift transfer will be counted towards qualification in the University's recognition societies.

Will my employer continue to match my gifts when I make an Electronic Gift Transfer?

Company matches will follow an electronic gift transfer just like a check has been issued from the donor's account. Contact your company's human resources department for specific instructions and to confirm the match process.

What are the steps if I need to make a change in the financial institution(s) or the amount of the gift?

First you will have to submit a Notice to Discontinue Electronic Gift Transfer Authorization form. Then complete a new Electronic Gift Transfer Authorization form and submit a voided check or savings account withdrawal form for the new information.

How long will it take to discontinue my electronic gift transfer?

Your Notice to Discontinue Electronic Gift Transfer Authorization form will be effective 30 days after the date the notification is received.

How much should I contribute monthly?

There is a minimum gift amount of \$10.00 per month for electronic gift transfers. The table below gives some suggested monthly gifts:

Per Month	Yearly Gift Total
\$10.00	\$120.00
\$25.00	\$300.00
\$50.00	\$600.00
\$100.00	\$1,200.00
\$500.00	\$6,000.00

If I still have questions, where may I get answers? Contact USC Gift Processing at (803) 777-7190.



UNIVERSITY OF SOUTH CAROLINA

Electronic Gift Transfer Authorization

Please complete and print this form. Sign the completed form and mail it along with the appropriate voided check or savings account withdrawal form(s) to: **Gift Processing, University of South Carolina, 1027 Barnwell Street, Columbia, SC 29208.** If you have questions, please call (803) 777-7190.

I(We) _____ hereby authorize my financial institution to pay and charge to my account by the University of South Carolina Foundations in the amount of \$ _____ per month. I(We) understand that the electronic gift transfer will remain in effect until a written notification to terminate this authorization is submitted. Notification to terminate must be received at least 30 days prior to the date the electronic gift transfer(s) are to be discontinued.

Name on Account: _____

Name on Account: _____
(if joint account)

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____

Name of Financial Institution: _____

Address of Financial Institution: _____

Account Number: _____

Routing Number: _____

Please enclose a voided check or savings account withdrawal form.

Signature: _____ Date: _____

Signature: _____ Date: _____
(if joint account)

Signatures (and if joint account) are required.

Other information: Alumnus Parent Faculty/Staff Friend

Should your spouse also receive credit for these gifts? Name: _____

Preferred E-Mail Address: _____

I would like my monthly gift to support the:

- _____ Carolina Fund
- _____ Arnold School of Public Health
- _____ College of Arts & Sciences
- _____ College of Education
- _____ College of Engineering and Information Technology
- _____ College of Hospitality, Retail, & Sport Management
- _____ College of Mass Communications & Information Studies
- _____ College of Nursing
- _____ College of Pharmacy
- _____ College of Social Work
- _____ Graduate School
- _____ Moore School of Business
- _____ School of Law
- _____ School of Medicine
- _____ School of Music
- _____ South Carolina Honors College
- _____ Library
- _____ Carolina Alumni Association
- _____ Parents Fund
- _____ Senior Challenge
- _____ Reunions Class of _____
- _____ USC Aiken
- _____ USC Beaufort
- _____ USC Lancaster
- _____ USC Salkehatchie
- _____ USC Sumter
- _____ USC Union
- _____ USC Upstate
- _____ Other _____

If more than one designation is chosen, your gift will be divided equally unless otherwise indicated.

Many thanks for your continued generosity.

Your gift deductions will begin within 30-45 days after this authorization has been processed and will take place on or about the 15th day of each month. Your monthly bank statement will itemize this draft when it occurs. Gift receipt(s) will be issued for each designation that is to benefit from your gift.