



BatchCalcs Service Client Data Form

Please complete both pages of this form to provide PG Calc's BatchCalcs Service with the information we need to process your data. Fax the completed form to 617-497-4974.

Contact information: Name: _____ Phone: _____

Email address: _____ Organization: _____

Data file

I will provide the data in the following format: Comma-delimited text file (*.csv)
 Tab-delimited text file (*.txt)
 Excel file (*.xls)

Data source: GiftWrap PG Calc Gift Admin Other data source

Approximate number of records expected in file: _____

Preferred method of file transfer: E-mail attachment Post to FTP site Mail CD

Estimated date the data file will be delivered to PG Calc: _____

Required fields in each record (mark the appropriate choice on each line)

ID #: In file PG Calc should assign
(file must provide name or other identifier)

Beneficiary birth date(s) or age(s): Birth dates Ages

Additional fields (for each field, either indicate that your file will include values or tell us the value to assume)

Gift type: In file Assume: Charitable gift annuity (CGA)
 Deferred gift annuity (DGA)
 Charitable remainder unitrust (CRU)
 Charitable remainder annuity trust (CRAT)
 Pooled income fund (PIF)
 Retained life estate (RLE)

Gift amount: In file Assume: _____

Cost basis: In file Assume: _____

Gift date: In file Assume: _____

Payment frequency: In file Assume: A S Q M

Payment timing: In file Assume: End (recommended) Beginning

IRS discount rate: In file Assume: _____

CGAs and DGAs only

Payout rate: In file Look up in table

Annuity rate table: Use current ACGA rates
 Use past ACGA rates; Year _____
 Use custom rate table

Date of first payment (DGAs only): In file Assume: _____

Donor/annuitant relationship: In file Assume for 1-life: annuitant is also the donor
 annuitant is not the donor
Assume for 2-life: annuitant #1 is also the donor
 annuitant #2 is also the donor
 joint annuitants donate joint assets
 neither annuitant is a donor

Other gift types

Term type (CRTs, CLTs, RLEs only): ___ In file Assume: ___ Lives ___ Fixed Term
 Term in years (CRTs, CLTs, RLEs only): ___ In file Assume: _____
 Annual investment return % ___ In file Assume: _____ ___ n/a (no projected #s)
 Value of building(s) (RLEs only): ___ In file Assume: _____
 Salvage value of bldg(s) (RLEs only): ___ In file Assume: _____
 Est. useful life of bldg(s) (RLEs only): ___ In file Assume: _____

Indicate the BatchCalcs values you want added to each record

CGAs and DGAs only

- Charitable deduction
- Annual payment amount (\$)
- Annuity rate (%)
- Beneficiary age(s) on birth date nearest gift date (requires birth date(s))
- Beneficiary ages on annuity starting date (DGAs only)
- Ordinary income portion of annuity
- Capital gain portion or annuity
- Tax-free portion of annuity
- # of years tax-free portion paid
- Total reportable capital gain
- # of years capital gain reported
- Donor's total capital gain in gift asset
- Exclusion ratio (portion of annuity that will be tax-free or capital gain income for many years)
- Projected total payments
- Projected amount remaining for charity
- Projected years gift will last

Other gift types

- Charitable deduction
- Annual payment amount
- Beneficiary age(s) on birth date nearest gift date (requires birth date(s))
- Donor's total capital gain in gift asset
- Probability of principal exhaustion (CRATs only)
- Value of land portion of gift asset (RLEs only)
- Projected total payments
- Projected amount remaining for charity
- Projected years gift will last

Creation of mailing

Do you want PG Calc to help create mailing? ___ Yes ___ No (skip remaining question)

If Yes, you want PG Calc to (check all that apply)

- Help draft mailing text
- Merge data into mailing text (text must be in MS Word)
- Create Summary of Benefits chart merge document
- Merge data into Summary of Benefits chart
- Other Describe: _____