

# CONTENTS AT A GLANCE

[Contents of Prototype Materials](#)

[Acknowledgments](#)

[Foreword](#)

Gift Annuities Overview \_\_\_\_\_

[Chapter 1: The American Council on Gift Annuities](#)

[Chapter 2: Description & Tax Aspects](#)

[Chapter 3: Gift Annuity Rates](#)

[Chapter 4: Deduction Calculation & Payment Taxation](#)

Program Operation \_\_\_\_\_

[Chapter 5: Establishment & Administration of Program](#)

[Chapter 6: Annuity Agreements](#)

[Chapter 7: Transferring Assets & Executing Agreements](#)

[Chapter 8: Disclosure Requirements](#)

[Chapter 9: Tax Information for Donors](#)

[Chapter 10: Reinsurance](#)

State Regulations \_\_\_\_\_

[Chapter 11: Regulations Regarding Issuance of Gift Annuities](#)

[Chapter 12: Agreement Requirements](#)

[Chapter 13: Reserve Investment Regulations](#)

[Chapter 14: Annual Filings](#)

Marketing \_\_\_\_\_

[Chapter 15: Marketing Gift Annuities](#)

Applications \_\_\_\_\_

[Chapter 16: Possible Funding Assets](#)

[Chapter 17: Gift Annuity Funded with Remainder Interest in a Residence](#)

[Chapter 18: Flexible Deferred Annuities & Step Annuities](#)

[Chapter 19: Commuted Annuities](#)

[Chapter 20: Special Situations](#)

[Chapter 21: Cross-border Annuities – Particularly from Canadian Donors](#)

[Index](#)

[Afterword](#)

# DETAILED SUMMARY OF CONTENTS

Contents of Prototype Materials	<a href="#">xx</a>
Acknowledgments	<a href="#">xxv</a>
Foreword	<a href="#">xxviii</a>

## Gift Annuities Overview

---

### *Chapter 1: The American Council on Gift Annuities*

History	<a href="#">1</a>
Purpose	<a href="#">2</a>
Mission Statement	<a href="#">2</a>
Services Provided	<a href="#">3</a>
Gift Annuity Rates	<a href="#">3</a>
Lawsuit	<a href="#">3</a>
Organization	<a href="#">4</a>
Becoming a Sponsor	<a href="#">4</a>
Additional Information	<a href="#">4</a>
ACGA Board of Directors	<a href="#">5</a>
Appendix 1: Charitable Gift Annuity Antitrust Relief Act of 1995	<a href="#">7</a>
Appendix 2: Charitable Donation Antitrust Immunity Act of 1997	<a href="#">9</a>

### *Chapter 2: Description & Tax Aspects*

Description of a Gift Annuity	<a href="#">1</a>
<i>Immediate Gift Annuity</i>	<a href="#">1</a>
<i>Deferred Gift Annuity</i>	<a href="#">2</a>
<i>Flexible Deferred Gift Annuity</i>	<a href="#">4</a>
Tax Aspects of Gift Annuities	<a href="#">4</a>
<i>Allowance of Charitable Deduction</i>	<a href="#">4</a>
<i>Determination of the Charitable Deduction for Immediate Annuities</i>	<a href="#">4</a>
<i>Determination of the Charitable Deduction for Deferred Annuities</i>	<a href="#">5</a>
<i>Gifts Resulting in a Reduced Deduction</i>	<a href="#">5</a>
Taxation of Annuity Payments	<a href="#">7</a>
<i>Contribution of Cash</i>	<a href="#">7</a>
<i>Contribution of Long-term Capital Gain Property</i>	<a href="#">8</a>
<i>Choosing to Report Taxable Gain Immediately Rather than Ratably</i>	<a href="#">9</a>

<i>Applicable Tax Rates</i> .....	<a href="#">9</a>
<i>Contribution of Ordinary Income Property</i> .....	<a href="#">12</a>
<i>Contribution of Mortgaged Property</i> .....	<a href="#">12</a>
Requirements to Qualify for Tax Exemption .....	<a href="#">12</a>
Assignment of Annuity Interest .....	<a href="#">14</a>
Gift and Estate Tax Implications .....	<a href="#">14</a>
<i>Single-life Annuity; Donor Is the Annuitant</i> .....	<a href="#">14</a>
<i>Single-life Annuity; Donor Is Not the Annuitant</i> .....	<a href="#">15</a>
<i>Two-life Annuity; Donor Is the First Annuitant,     Non-spouse Is the Successor Annuitant</i> .....	<a href="#">15</a>
<i>Two-life Annuity; Non-spouse Is the First Annuitant,     Donor Is the Successor Annuitant</i> .....	<a href="#">16</a>
<i>Two-life Annuity; Donor Contributes His/Her Separate Property,     Donor and Spouse Are Consecutive Annuitants</i> .....	<a href="#">17</a>
<i>Joint and Survivor Annuity; Husband and Wife Contribute     Jointly-owned or Community Property</i> .....	<a href="#">17</a>
<i>Husband and Wife Contribute Jointly-owned or     Community Property, But Only One Spouse Is the Annuitant</i> .....	<a href="#">18</a>
<i>Joint and Survivor Annuity; Non-spouse Annuitants     Contribute Jointly-owned Property</i> .....	<a href="#">18</a>
<i>Joint and Survivor Annuity; One Spouse Is the Donor</i> .....	<a href="#">19</a>
<i>Two-life Annuity with Successive Annuitants; Donor Is Not     One of the Annuitants</i> .....	<a href="#">19</a>
<i>When the Power of Revocation Should Be Exercisable</i> .....	<a href="#">20</a>
<i>Testamentary Gift Annuity</i> .....	<a href="#">20</a>
<i>Note Regarding Alien Spouses</i> .....	<a href="#">21</a>
Revocation Language in Gift Annuity Agreements .....	<a href="#">21</a>
<i>One Life; Donor Is Not the Annuitant, Immediate and Deferred</i> .....	<a href="#">22</a>
<i>Two Donor Annuitants; Joint and Survivor, Immediate and Deferred</i> .....	<a href="#">22</a>
<i>Two Successive Annuitants; Donor Is the First Annuitant,     Immediate and Deferred</i> .....	<a href="#">23</a>
<i>Two Successive Annuitants; Donor Is Not an Annuitant,     Immediate and Deferred</i> .....	<a href="#">24</a>
<i>Income Tax Deduction When Power to Revoke Is Exercised</i> .....	<a href="#">24</a>
<i>Same-sex Married Couples</i> .....	<a href="#">26</a>
Appendix 1: How the CMFR Affects the Charitable Deduction .....	<a href="#">29</a>
Appendix 2: Taxation of Capital Gain Under Different Donor-Annuitant Combinations .....	<a href="#">31</a>
Appendix 3: Examples Showing Taxation of Gift Annuity Payments in Different Situations .....	<a href="#">35</a>

### **Chapter 3: Gift Annuity Rates**

Assumptions Underlying ACGA Suggested Rates .....	<a href="#">1</a>
<i>Residuum</i> .....	<a href="#">1</a>
<i>Life Expectancies</i> .....	<a href="#">2</a>
<i>Expenses</i> .....	<a href="#">2</a>
<i>Total Annual Returns</i> .....	<a href="#">3</a>
Returns on Gift Annuity Reserves .....	<a href="#">3</a>
<i>Reason for Assumed Return on the Investment of Gift Annuity Reserves</i> .....	<a href="#">3</a>
<i>Lower Cap on Gift Annuity Rates</i> .....	<a href="#">5</a>
<i>How Charities Actually Invest Gift Annuity Assets</i> .....	<a href="#">5</a>
Current Gift Annuity Rates in Historical Perspective .....	<a href="#">6</a>
Comparison of Gift Annuity and Commercial Rates .....	<a href="#">6</a>
Adjustments in Gift Annuity Rates .....	<a href="#">7</a>
Analysis of Risk If a Charity Follows the ACGA Rates .....	<a href="#">8</a>
Risk of Exceeding ACGA Rates .....	<a href="#">8</a>
Effect of Timing of Returns on Projections .....	<a href="#">10</a>
Value of a Gift Annuity to the Charity .....	<a href="#">11</a>
Appendix 1: Life Expectancies Based on Annuity 2000 Tables .....	<a href="#">17</a>
Appendix 2: American Council on Gift Annuities Suggested Gift Annuity Rates .....	<a href="#">19</a>
Appendix 3: Historical Assumed Total Returns—Immediate Gift Annuities .....	<a href="#">25</a>
Appendix 4: Historical Gift Annuity Rates—Immediate Gift Annuities .....	<a href="#">27</a>

### **Chapter 4: Deduction Calculation & Payment Taxation**

Immediate Charitable Gift Annuity, One Life—Completed Calculation .....	<a href="#">2</a>
Immediate Charitable Gift Annuity, Two Lives—Completed Calculation .....	<a href="#">5</a>
Explanation of Calculations for Immediate Charitable Gift Annuities—One Life and Two Lives .....	<a href="#">8</a>
Deferred Charitable Gift Annuity, One Life—Completed Calculation .....	<a href="#">11</a>
Deferred Charitable Gift Annuity, Two Lives—Completed Calculation .....	<a href="#">13</a>
Explanation of Calculations for Deferred Charitable Gift Annuities—One Life and Two Lives .....	<a href="#">16</a>

## **Program Operation**

---

### **Chapter 5: Establishment & Administration of Program**

Establishment of a Gift Annuity Program .....	<a href="#">1</a>
---	-------------------

Deciding Whether to Start a Gift Annuity Program .....	<a href="#">2</a>
<i>Financial Strength</i> .....	<a href="#">2</a>
<i>Significant Donor Base</i> .....	<a href="#">2</a>
<i>Staff Person(s) Assigned to Gift Annuity Program</i> .....	<a href="#">2</a>
Actions by the Board of the Charity .....	<a href="#">2</a>
Actions by the Development Office of the Charity .....	<a href="#">4</a>
Administration of a Gift Annuity Program .....	<a href="#">5</a>
<i>Execution of Documents</i> .....	<a href="#">5</a>
<i>Signature Options</i> .....	<a href="#">5</a>
<i>Recommendation</i> .....	<a href="#">6</a>
<i>Multiple Donors</i> .....	<a href="#">6</a>
<i>Proof of Age</i> .....	<a href="#">7</a>
<i>Obtaining Cost Basis</i> .....	<a href="#">7</a>
<i>Variance from Annuity Rate Schedule</i> .....	<a href="#">8</a>
<i>Disclosure of Information to Donor</i> .....	<a href="#">8</a>
<i>Before the Gift Is Completed</i> .....	<a href="#">8</a>
<i>After the Gift Is Completed</i> .....	<a href="#">9</a>
<i>Reporting Capital Gain When the Annuitant Is Someone Other Than the Donor</i> .....	<a href="#">9</a>
<i>Information Provided to Administrator</i> .....	<a href="#">10</a>
<i>Payments to Annuitants</i> .....	<a href="#">10</a>
<i>Taxation of Payments</i> .....	<a href="#">12</a>
<i>Annuities, the Annuity Starting Date of Which Occurs after 1986</i> .....	<a href="#">12</a>
<i>Annuities, the Annuity Starting Date of Which Occurred before 1987</i> .....	<a href="#">13</a>
<i>Deferred Gift Annuities</i> .....	<a href="#">13</a>
<i>Withholding</i> .....	<a href="#">13</a>
<i>Divorcing Annuitants</i> .....	<a href="#">13</a>
Missing Annuitants .....	<a href="#">14</a>
Federal Reporting Requirements .....	<a href="#">15</a>
State Reporting Requirements .....	<a href="#">16</a>
Accounting Standards for Gift Annuities Recommended by the Financial Accounting Standards Board (FASB) .....	<a href="#">17</a>
Investment of Gift Annuity Assets .....	<a href="#">20</a>
<i>Expenditure of Annuity Contributions</i> .....	<a href="#">20</a>
<i>State Requirements Regarding Investment of Reserves</i> .....	<a href="#">21</a>
<i>Death of Annuitant</i> .....	<a href="#">23</a>
<i>Notification</i> .....	<a href="#">23</a>

<i>Death of Sole Annuitant</i> .....	<a href="#">23</a>
<i>Death of Annuitant Survived by a Successor Annuitant</i> .....	<a href="#">23</a>
<i>Death of a Successor Annuitant</i> .....	<a href="#">23</a>
<i>Return of One or More Payments</i> .....	<a href="#">23</a>
<i>Information Provided to the Donor’s Personal Representative</i> .....	<a href="#">24</a>
<i>Death Prior to End of Life Expectancy</i> .....	<a href="#">24</a>
<i>Revising and Maintaining Records</i> .....	<a href="#">25</a>
<i>What to Do When an Annuity Runs Dry</i> .....	<a href="#">25</a>
Evaluating a Gift Annuity Program .....	<a href="#">26</a>
<i>Measuring the Profit of a Gift Annuity Program</i> .....	<a href="#">26</a>
<i>Projecting Distributions from Existing Gift Annuities</i> .....	<a href="#">27</a>
<i>Constant-Net-Return Model</i> .....	<a href="#">27</a>
<i>Monte Carlo Model</i> .....	<a href="#">28</a>
<i>The Value of Using Both Models</i> .....	<a href="#">29</a>
<i>Why Gift Annuity Programs Underperform</i> .....	<a href="#">29</a>
Appendix 1: Sample Resolution Establishing a Gift Annuity Program .....	<a href="#">31</a>
Appendix 2: Sample Charitable Gift Annuity Policies .....	<a href="#">33</a>
Appendix 3: Checklist of Factors to Consider in Establishing a Gift Annuity .....	<a href="#">37</a>
Appendix 4: Agreement Signed by Charity Only .....	<a href="#">41</a>
Appendix 5: Gift Annuity Application Form .....	<a href="#">45</a>
Appendix 6: Agreement Signed by Both Charity and Donor .....	<a href="#">47</a>
Appendix 7: Addendum to Annuity Agreement When Donor Accepts a Lower Rate .....	<a href="#">51</a>
Appendix 8: Sample Letter Directing that Annuity Payments Be Made to a Revocable Living Trust .....	<a href="#">53</a>
Appendix 9: Sample Letter Regarding Funding a Gift Annuity with Assets in the Donor’s Revocable Living Trust .....	<a href="#">55</a>
Appendix 10: Sample Letter Instructing Charity to Retain Annuity Payments .....	<a href="#">57</a>
Appendix 11: Sample Letter Regarding First Payment Deferral .....	<a href="#">59</a>
Appendix 12: Sample Letter Alerting Annuitant(s) to Upcoming Change in Taxation of Annuity Payments .....	<a href="#">61</a>
Appendix 13: Sample Letter Accompanying IRS Form 1099-R .....	<a href="#">63</a>
Appendix 14: IRS Form 1099-R .....	<a href="#">65</a>
Appendix 15: IRS Form 1096 .....	<a href="#">67</a>
Appendix 16: Sample Letter to Personal Representative Regarding Additional Deduction .....	<a href="#">69</a>

## **Chapter 6: Annuity Agreements**

One Life—Donor is Annuitant .....	<a href="#">3</a>
One Life—Donor is Annuitant (Payments are Deferred) .....	<a href="#">6</a>
One Life—One of the Donors is the Annuitant, Funded with Jointly-owned or Community Property .....	<a href="#">9</a>
One Life—One of the Donors is the Annuitant, Funded with Jointly-owned or Community Property (Payments are Deferred) .....	<a href="#">12</a>
One Life—Donor is Not the Annuitant .....	<a href="#">15</a>
One Life—Donor is Not the Annuitant (Payments are Deferred) .....	<a href="#">18</a>
One Life—Neither Donor is Annuitant, Funded with Jointly-owned or Community Property .....	<a href="#">21</a>
One Life—Neither Donor is Annuitant, Funded with Jointly-owned or Community Property (Payments are Deferred) .....	<a href="#">24</a>
Two Lives—Joint and Survivor, Funded with Jointly-owned or Community Property .....	<a href="#">27</a>
Two Lives—Joint and Survivor, Funded with Jointly-owned or Community Property (Payments are Deferred) .....	<a href="#">31</a>
Two Lives—Joint and Survivor, Funded with Donor’s Separate Property .....	<a href="#">35</a>
Two Lives—Joint and Survivor, Funded with Donor’s Separate Property (Payments are Deferred) .....	<a href="#">38</a>
Two Lives—Joint and Survivor, Donor is Not an Annuitant .....	<a href="#">41</a>
Two Lives—Joint and Survivor, Donor is Not an Annuitant (Payments are Deferred) .....	<a href="#">44</a>
Two Lives—Joint and Survivor, Funded with Jointly-owned or Community Property, Donors are Not the Annuitants .....	<a href="#">47</a>
Two Lives—Joint and Survivor, Funded with Jointly-owned or Community Property, Donors are Not the Annuitants (Payments are Deferred) .....	<a href="#">51</a>
Two Lives—Successive Interests, Donor is the First Annuitant .....	<a href="#">55</a>
Two Lives—Successive Interests, Donor is the First Annuitant (Payments are Deferred) .....	<a href="#">58</a>
Two Lives—Successive Interests, Donor is Not an Annuitant .....	<a href="#">61</a>
Two Lives—Successive Interests, Donor is Not an Annuitant (Payments are Deferred) .....	<a href="#">65</a>
Two Lives—Successive Interests, Funded with Jointly-owned or Community Property, Both Donors are Annuitants .....	<a href="#">69</a>
Two Lives—Successive Interests, Funded with Jointly-owned or Community Property, Both Donors are Annuitants (Payments are Deferred) .....	<a href="#">73</a>

Two Lives—Successive Interests, Funded with Jointly-owned or Community Property, One of the Donors is the First Annuitant. The Second Annuitant is a Non-Donor. ....	<a href="#">77</a>
Two Lives—Successive Interests, Funded with Jointly-owned or Community Property, One of the Donors is the First Annuitant. The Second Annuitant is a Non-Donor. (Payments are Deferred) .....	<a href="#">81</a>
Two Lives—Successive Interests, Funded with Jointly-owned or Community Property, Neither Donor is an Annuitant .....	<a href="#">85</a>
Two Lives—Successive Interests, Funded with Jointly-owned or Community Property, Neither Donor is an Annuitant (Payments are Deferred) .....	<a href="#">90</a>

## **Chapter 7: Transferring Assets & Executing Agreements**

Transferring Assets .....	<a href="#">1</a>
<i>Cash</i> .....	<a href="#">1</a>
<i>Publicly-traded Securities</i> .....	<a href="#">3</a>
<i>Restricted Securities</i> .....	<a href="#">7</a>
<i>Closely Held Stock</i> .....	<a href="#">7</a>
<i>Real Estate</i> .....	<a href="#">8</a>
<i>Tangible Personal Property</i> .....	<a href="#">8</a>
<i>Commercial Annuities</i> .....	<a href="#">9</a>
<i>Savings Bonds</i> .....	<a href="#">9</a>
<i>Retirement Funds</i> .....	<a href="#">9</a>
<i>Life Insurance</i> .....	<a href="#">10</a>
Executing Agreements .....	<a href="#">10</a>
<i>Who Signs What When</i> .....	<a href="#">10</a>
<i>When to Prepare the Agreement</i> .....	<a href="#">11</a>
<i>What to Do If Assets Are Transferred on Two or More Different Days</i> .....	<a href="#">11</a>

## **Chapter 8: Disclosure Requirements**

State-imposed Requirements .....	<a href="#">1</a>
The Philanthropy Protection Act of 1995 .....	<a href="#">1</a>
Optional Disclosure Language in Financial Illustration .....	<a href="#">2</a>
Possible Additional Disclosure Requirements Attributable to the Gramm-Leach-Bliley Act .....	<a href="#">2</a>
Appendix 1: Sample Gift Annuity Disclosure Statement .....	<a href="#">5</a>
Appendix 2: Philanthropy Protection Act of 1995 .....	<a href="#">7</a>



Appendix 3: The Applicability of the Privacy Provisions of Gramm-Leach-Bliley to Nonprofits .....	<a href="#">13</a>
Appendix 4: Sample Privacy Notice .....	<a href="#">17</a>

### **Chapter 9: Tax Information for Donors**

Appendix 1: Cover Letter to Donor after Completion of Gift Annuity .....	<a href="#">3</a>
Appendix 2: Summary of Accounting and Tax Information .....	<a href="#">5</a>
Appendix 3: Statement Concerning Use of Alternate Valuation Date .....	<a href="#">11</a>
Appendix 4: Completed Summary of Accounting and Tax Information .....	<a href="#">13</a>
Appendix 5: Completed Statement Concerning Use of Alternate Valuation Date .....	<a href="#">15</a>

### **Chapter 10: Reinsurance**

Comparison of Benefits of Self-insuring and Reinsuring .....	<a href="#">2</a>
<i>Assumptions</i> .....	<a href="#">2</a>
<i>Comments on Comparison Charts</i> .....	<a href="#">4</a>
<i>Advantages and Disadvantages of Reinsurance</i> .....	<a href="#">4</a>
<i>Advantages and Disadvantages of Self-insurance</i> .....	<a href="#">11</a>
Cost of Reinsurance .....	<a href="#">11</a>
Selective Reinsurance .....	<a href="#">11</a>
Tax Implications of Reinsurance .....	<a href="#">13</a>
Reinsurance Contract with a Term-certain Option .....	<a href="#">14</a>
Effect of Reinsurance on Disclosure Requirements .....	<a href="#">15</a>
Effect of Reinsurance on Reserve Requirements .....	<a href="#">15</a>
<i>Arkansas</i> .....	<a href="#">15</a>
<i>California</i> .....	<a href="#">15</a>
<i>Florida</i> .....	<a href="#">15</a>
<i>Hawaii</i> .....	<a href="#">15</a>
<i>Maryland</i> .....	<a href="#">15</a>
<i>New Hampshire</i> .....	<a href="#">16</a>
<i>New Jersey</i> .....	<a href="#">16</a>
<i>New York</i> .....	<a href="#">16</a>
<i>North Dakota</i> .....	<a href="#">16</a>
<i>Oregon</i> .....	<a href="#">16</a>
<i>Pennsylvania</i> .....	<a href="#">16</a>
<i>Tennessee</i> .....	<a href="#">16</a>

Washington .....	<a href="#">16</a>
Wisconsin .....	<a href="#">17</a>
Administration of Reinsured Gift Annuities .....	<a href="#">17</a>
Gift Annuity Agreement for Reinsured Gift Annuity .....	<a href="#">17</a>
Marketing Reinsured Gift Annuities .....	<a href="#">17</a>
Unbundling Gift Annuities .....	<a href="#">18</a>
Appendix: Gift Annuity Agreement with Reinsurance Paragraph .....	<a href="#">19</a>

## State Regulations

---

### *Chapter 11: Regulations Regarding Issuance of Gift Annuities*

Filing Required .....	<a href="#">1</a>
Filing Not Required .....	<a href="#">1</a>
When a Charity Must Comply with the Regulations of a Particular State .....	<a href="#">2</a>
Alabama .....	<a href="#">3</a>
Alaska .....	<a href="#">4</a>
Arizona .....	<a href="#">5</a>
Arkansas .....	<a href="#">5</a>
California .....	<a href="#">6</a>
Colorado .....	<a href="#">7</a>
Connecticut .....	<a href="#">7</a>
Delaware .....	<a href="#">8</a>
District of Columbia .....	<a href="#">8</a>
Florida .....	<a href="#">8</a>
Georgia .....	<a href="#">10</a>
Hawaii .....	<a href="#">10</a>
Idaho .....	<a href="#">11</a>
Illinois .....	<a href="#">11</a>
Indiana .....	<a href="#">12</a>
Iowa .....	<a href="#">12</a>
Kansas .....	<a href="#">12</a>
Kentucky .....	<a href="#">12</a>
Louisiana .....	<a href="#">13</a>
Maine .....	<a href="#">13</a>
Maryland .....	<a href="#">13</a>
Massachusetts .....	<a href="#">14</a>
Michigan .....	<a href="#">14</a>

Minnesota .....	<a href="#">14</a>
Mississippi .....	<a href="#">14</a>
Missouri .....	<a href="#">15</a>
Montana .....	<a href="#">16</a>
Nebraska .....	<a href="#">16</a>
Nevada .....	<a href="#">16</a>
New Hampshire .....	<a href="#">17</a>
New Jersey .....	<a href="#">18</a>
New Mexico .....	<a href="#">18</a>
New York .....	<a href="#">19</a>
North Carolina .....	<a href="#">20</a>
North Dakota .....	<a href="#">21</a>
Ohio .....	<a href="#">21</a>
Oklahoma .....	<a href="#">21</a>
Oregon .....	<a href="#">22</a>
Pennsylvania .....	<a href="#">22</a>
Rhode Island .....	<a href="#">24</a>
South Carolina .....	<a href="#">24</a>
South Dakota .....	<a href="#">24</a>
Tennessee .....	<a href="#">25</a>
Texas .....	<a href="#">26</a>
Utah .....	<a href="#">26</a>
Vermont .....	<a href="#">26</a>
Virginia .....	<a href="#">27</a>
Washington .....	<a href="#">27</a>
West Virginia .....	<a href="#">28</a>
Wisconsin .....	<a href="#">29</a>
Wyoming .....	<a href="#">29</a>
Appendix 1: State Regulatory Categories .....	<a href="#">31</a>
Appendix 2: States by Regulatory Categories .....	<a href="#">35</a>
Appendix 3: Alabama Gift Annuity Disclosure Statement .....	<a href="#">37</a>
Appendix 4: Arizona Gift Annuity Disclosure Statement .....	<a href="#">39</a>

## **Chapter 12: Agreement Requirements**

Requirements Incorporated in Base Agreements .....	<a href="#">1</a>
<i>Property Transferred–Payment Interval</i> .....	<a href="#">1</a>

<i>Payment of Annuity</i> .....	<a href="#">1</a>
<i>Age(s) and Sex of Annuitant(s)</i> .....	<a href="#">2</a>
<i>Termination</i> .....	<a href="#">2</a>
<i>Governing Law</i> .....	<a href="#">2</a>
<i>Donor Signature</i> .....	<a href="#">2</a>
<i>Form and Contract Numbers</i> .....	<a href="#">2</a>
Requirements Included Only in Specific State Agreements .....	<a href="#">3</a>
<i>Property Transferred</i> .....	<a href="#">3</a>
<i>Payment Correction</i> .....	<a href="#">3</a>
<i>Reasonable Value of Benefits</i> .....	<a href="#">4</a>
<i>Revocation Language</i> .....	<a href="#">4</a>
<i>Uses and Purposes of Gifts</i> .....	<a href="#">5</a>
<i>State Specific Disclosure Language</i> .....	<a href="#">5</a>
<i>Addendum—Variance from Annuity Rate Schedule</i> .....	<a href="#">6</a>
<i>Jointly-owned or Community Property</i> .....	<a href="#">6</a>
<i>Tax Credit—Montana and North Dakota</i> .....	<a href="#">6</a>
Appendix 1: State Agreement Requirements .....	<a href="#">9</a>
Appendix 2: Form and Contract Numbers .....	<a href="#">13</a>

### **Chapter 13: Reserve Investment Regulations**

Arkansas .....	<a href="#">3</a>
California .....	<a href="#">4</a>
<i>Investment Rules for Required Reserves</i> .....	<a href="#">4</a>
<i>Possible Exemption from Investment Restrictions</i> .....	<a href="#">5</a>
<i>Withdrawal of Money from the California Gift Annuity Trust Account</i> .....	<a href="#">5</a>
Florida .....	<a href="#">5</a>
Hawaii .....	<a href="#">6</a>
Maryland .....	<a href="#">6</a>
New Hampshire .....	<a href="#">7</a>
New Jersey .....	<a href="#">7</a>
New York .....	<a href="#">7</a>
Tennessee .....	<a href="#">7</a>
Washington .....	<a href="#">8</a>

## Chapter 14: Annual Filings

General Overview of State Requirements .....	<a href="#">1</a>
Audits .....	<a href="#">3</a>
State-by-State Requirements .....	<a href="#">3</a>
<i>Alabama</i> .....	<a href="#">3</a>
<i>Arkansas</i> .....	<a href="#">3</a>
<i>California</i> .....	<a href="#">4</a>
<i>Florida</i> .....	<a href="#">5</a>
<i>Georgia</i> .....	<a href="#">5</a>
<i>Hawaii</i> .....	<a href="#">5</a>
<i>Kentucky</i> .....	<a href="#">5</a>
<i>Maryland</i> .....	<a href="#">6</a>
<i>Montana</i> .....	<a href="#">6</a>
<i>New Hampshire</i> .....	<a href="#">6</a>
<i>New Jersey</i> .....	<a href="#">6</a>
<i>New York</i> .....	<a href="#">7</a>
<i>North Dakota</i> .....	<a href="#">8</a>
<i>Oklahoma</i> .....	<a href="#">8</a>
<i>Tennessee</i> .....	<a href="#">8</a>
<i>Washington</i> .....	<a href="#">9</a>
<i>Wisconsin</i> .....	<a href="#">10</a>
Appendix: Arkansas Certification Form .....	<a href="#">11</a>

## Marketing

---

### Chapter 15: Marketing Gift Annuities

The Market for Gift Annuities .....	<a href="#">1</a>
<i>Markets for Immediate Gift Annuities</i> .....	<a href="#">1</a>
<i>Markets for Deferred Gift Annuities</i> .....	<a href="#">3</a>
<i>Profile of Gift Annuities</i> .....	<a href="#">5</a>
<i>Comparison of the Markets for Gift Annuities and Charitable     Remainder Annuity Trusts</i> .....	<a href="#">5</a>
<i>Comparison of the Markets for Gift Annuities and Pooled Income Funds</i> .....	<a href="#">6</a>
Marketing Techniques .....	<a href="#">7</a>
<i>Target Mailings</i> .....	<a href="#">8</a>
<i>Printed Advertisements</i> .....	<a href="#">9</a>

<i>Spots and Promos on Radio and Television</i> .....	<a href="#">9</a>
<i>Testimonials</i> .....	<a href="#">10</a>
<i>Seminars</i> .....	<a href="#">10</a>
<i>Presentations at Retirement Centers</i> .....	<a href="#">10</a>
<i>Receipt Inserts</i> .....	<a href="#">10</a>
<i>Check-off Boxes</i> .....	<a href="#">11</a>
<i>Newsletters</i> .....	<a href="#">11</a>
<i>Telemarketing</i> .....	<a href="#">11</a>
<i>The Role of eMarketing</i> .....	<a href="#">11</a>
<i>What is eMarketing?</i> .....	<a href="#">12</a>
<i>Why eMarketing?</i> .....	<a href="#">14</a>
<i>How eMarketing Works with Other Media Channels</i> .....	<a href="#">15</a>
<i>Key Uses of eMarketing</i> .....	<a href="#">15</a>
<i>Marketing Tips</i> .....	<a href="#">16</a>
<i>A Marketing Technique to Avoid</i> .....	<a href="#">17</a>
<i>Securing the Gift</i> .....	<a href="#">17</a>
<i>Financial Illustrations</i> .....	<a href="#">17</a>
Emphasis on the Gift .....	<a href="#">18</a>
Appendix 1: Target Mailers .....	<a href="#">19</a>
Appendix 2: Advertisements .....	<a href="#">47</a>
Appendix 3: Testimonial Article .....	<a href="#">53</a>
Appendix 4: Inserts (Receipt Stuffers) .....	<a href="#">55</a>
Appendix 5: Newsletter Articles .....	<a href="#">63</a>
Appendix 6: Script for Telemarketing Call .....	<a href="#">75</a>
Appendix 7: Sample Financial Illustrations .....	<a href="#">77</a>

## Applications

---

### **Chapter 16: Possible Funding Assets**

Gift Annuity Funded with Real Estate .....	<a href="#">2</a>
Gift Annuity Funded with Mortgaged Real Estate .....	<a href="#">6</a>
Gift Annuity Funded with Depreciated Property .....	<a href="#">9</a>
Other Payments for Property .....	<a href="#">9</a>
Gift Annuity Funded with Tangible Personal Property .....	<a href="#">14</a>
Gift Annuity Funded with Gold and Silver .....	<a href="#">15</a>
Gift Annuity Funded with Other Commodities .....	<a href="#">17</a>
Gift Annuity Funded with a Life Insurance Policy .....	<a href="#">17</a>

Gift Annuity Funded with a Commercial Annuity .....	<a href="#">19</a>
Gift Annuity Funded with Savings Bonds .....	<a href="#">22</a>
Gift Annuity Funded with Assets in an IRA or a Qualified Retirement Plan .....	<a href="#">22</a>
<i>Lifetime Gift Annuity</i> .....	<a href="#">22</a>
<i>Testamentary Gift Annuity</i> .....	<a href="#">25</a>
Gift Annuity in Connection with a Roth IRA Conversion .....	<a href="#">27</a>
Gift Annuity Funded with Closely-held Stock .....	<a href="#">29</a>
Gift Annuity Funded with a Partnership or LLC Interest .....	<a href="#">31</a>
Gift Annuity Funded with Assets Needed by the Charity .....	<a href="#">31</a>
Gift Annuity Funded with a Conservation Easement .....	<a href="#">31</a>
Gift Annuity Funded with Assets in a Donor Advised Fund .....	<a href="#">32</a>
Appendix 1: Private Letter Ruling 200230018 .....	<a href="#">33</a>
Appendix 2: Sample Agreement for Testamentary Gift Annuity Funded with IRA Assets .....	<a href="#">39</a>

### ***Chapter 17: Gift Annuity Funded with Remainder Interest in a Residence***

Determination of Annuity Payments .....	<a href="#">1</a>
Determination of Income Tax Deduction .....	<a href="#">1</a>
Taxation of Annuity Payments .....	<a href="#">3</a>
Contribution Ceiling .....	<a href="#">4</a>
Documentation Necessary to Complete Gift .....	<a href="#">8</a>
Reasons for Caution .....	<a href="#">8</a>
Gift Annuity Funded with a Portion of the Remainder Interest in a Personal Residence .....	<a href="#">8</a>
Preserving Flexibility .....	<a href="#">9</a>
Using a Retained Life Estate to Fund a Gift Annuity .....	<a href="#">9</a>
Appendix: Life Estate Contract for a Personal Residence .....	<a href="#">11</a>

### ***Chapter 18: Flexible Deferred Annuities & Step Annuities***

Private Letter Ruling .....	<a href="#">2</a>
Step Annuities .....	<a href="#">3</a>
<i>Documentation for the Step Annuity</i> .....	<a href="#">5</a>
<i>Maximizing Flexibility</i> .....	<a href="#">5</a>
Who Can Elect the Payment Commencement Date? .....	<a href="#">6</a>
Appendix 1: Promotional Article .....	<a href="#">9</a>
Appendix 2: Sample Illustration .....	<a href="#">11</a>

Appendix 3: Completed Gift Annuity Agreement .....	<a href="#">15</a>
Appendix 4: Completed Summary of Accounting and Tax Information .....	<a href="#">21</a>
Appendix 5: Sample Letter Prompting an Annuitant of a Flexible Deferred Annuity to Consider Whether He or She Is Ready to Have Payments Begin .....	<a href="#">23</a>
Appendix 6: Sample Letter for Use by Annuitant When Electing Commencement Date .....	<a href="#">25</a>
Appendix 7: Specimen Flexible Deferred Annuity Agreements .....	<a href="#">27</a>
<i>One Life—Donor is the Annuitant</i> .....	<a href="#">28</a>
<i>One Life—Donor is Not the Annuitant</i> .....	<a href="#">32</a>
<i>Two Lives—Joint and Survivor, Funded with Jointly-owned or Community Property</i> .....	<a href="#">36</a>
<i>Two Lives—Successive Interests, Donor is an Annuitant</i> .....	<a href="#">41</a>
<i>Two Lives—Successive Interests, Donor is Not an Annuitant</i> .....	<a href="#">46</a>
Appendix 8: Private Letter Ruling 9743054 .....	<a href="#">51</a>
Appendix 9: Tables Submitted with PLR Request in 1997 .....	<a href="#">55</a>

## **Chapter 19: Commuted Annuities**

Description .....	<a href="#">1</a>
Analysis .....	<a href="#">1</a>
<i>Effect of the CMFR on the Size of the Payments</i> .....	<a href="#">2</a>
Commuted Annuities for College Expenses .....	<a href="#">2</a>
<i>Advantages and Disadvantages</i> .....	<a href="#">2</a>
<i>Generation-Skipping Transfer Tax</i> .....	<a href="#">3</a>
<i>Annuity Payments to an Education Trust</i> .....	<a href="#">3</a>
Charitable Alternative to the College Annuity .....	<a href="#">5</a>
<i>Description of a NIMCRUT</i> .....	<a href="#">5</a>
<i>Defining Trust Accounting Income to Include Realized Capital Gain</i> .....	<a href="#">5</a>
<i>Features of NIMCRUT Used for College Education</i> .....	<a href="#">5</a>
Comparison of College Annuity and College NIMCRUT .....	<a href="#">5</a>
<i>Advantages of College Annuity</i> .....	<a href="#">5</a>
<i>Advantages of College NIMCRUT</i> .....	<a href="#">5</a>
Kiddie Tax .....	<a href="#">8</a>
Commuted Annuity for Other Purposes .....	<a href="#">8</a>
Reasons for Caution .....	<a href="#">8</a>
Appendix 1: Specimen Commuted Annuity Agreement .....	<a href="#">11</a>
Appendix 2: Commutation Letter .....	<a href="#">15</a>
Appendix 3: Completed Summary of Accounting and Tax Information .....	<a href="#">17</a>



## Chapter 20: Special Situations

Deduction When the Sole or Last Annuitant Dies Prior to End of Life Expectancy .....	<a href="#">1</a>
<i>Determining the Deduction Amount</i> .....	<a href="#">1</a>
<i>A Contrary Position</i> .....	<a href="#">2</a>
<i>Deduction in the Case of Very Highly-appreciated Stock</i> .....	<a href="#">2</a>
<i>Calculating the Deduction</i> .....	<a href="#">2</a>
<i>Claiming the Deduction</i> .....	<a href="#">5</a>
Changing the Frequency of Annuity Payments .....	<a href="#">6</a>
<i>Less Frequent Payments</i> .....	<a href="#">6</a>
<i>More Frequent Payments</i> .....	<a href="#">6</a>
<i>Timing of Payments</i> .....	<a href="#">7</a>
<i>Taxation of Payments</i> .....	<a href="#">8</a>
Contributing the Right to Annuity Payments to the Charity .....	<a href="#">8</a>
<i>The Amount of the Gift</i> .....	<a href="#">8</a>
<i>The Amount of the Charitable Deduction</i> .....	<a href="#">10</a>
<i>Reasons for Our Position</i> .....	<a href="#">10</a>
<i>A Contrary Position</i> .....	<a href="#">10</a>
<i>Pre-1987 Gift Annuities</i> .....	<a href="#">12</a>
<i>Contribution Limitation</i> .....	<a href="#">12</a>
<i>Specimen Language to Use When Assigning an Annuity Interest to the Charity</i> .....	<a href="#">14</a>
Assignment of the Annuity Interest of a Flexible Deferred Gift Annuity .....	<a href="#">14</a>
Cash-out of a Gift Annuity .....	<a href="#">15</a>
<i>Specimen Language to Use When Cashing Out a Gift Annuity</i> .....	<a href="#">15</a>
Contributing the Income Interest in a Charitable Remainder Trust for a Gift Annuity .....	<a href="#">17</a>
<i>Private Letter Ruling Authorizing the Exchange</i> .....	<a href="#">17</a>
<i>Determination of the Gift Annuity Payments</i> .....	<a href="#">17</a>
<i>Choosing the Annuity Rate</i> .....	<a href="#">17</a>
<i>Allowance of an Income Tax Deduction</i> .....	<a href="#">18</a>
<i>Allowance of a Gift Tax Deduction</i> .....	<a href="#">18</a>
<i>Recognition of Capital Gain</i> .....	<a href="#">18</a>
<i>Taxation of Annuity Payments</i> .....	<a href="#">18</a>
<i>Procedure</i> .....	<a href="#">18</a>
<i>Multiple Trust Beneficiaries</i> .....	<a href="#">19</a>
Contributing the Income Interest in a Pooled Income Fund for a Gift Annuity .....	<a href="#">19</a>

Assigning an Annuity Interest to the Charity in Exchange for a New Annuity .....	<a href="#">24</a>
Testamentary Gift Annuity .....	<a href="#">24</a>
<i>Immediate Annuity Funded with a Specific Sum or with the Residuary Estate</i> .....	<a href="#">24</a>
<i>Immediate Annuity, Payments of a Specific Amount</i> .....	<a href="#">24</a>
<i>Date the Obligation to Make Payments Begins</i> .....	<a href="#">26</a>
<i>Deferred Annuity Funded with a Specific Sum or with the Residuary Estate</i> .....	<a href="#">26</a>
<i>Determination of Charitable Deduction</i> .....	<a href="#">27</a>
<i>Testamentary Gift Annuity Funded with IRA Assets</i> .....	<a href="#">27</a>
Gift Annuity to Benefit More than One Charity .....	<a href="#">27</a>
Contribution of Both Appreciated and Depreciated Stocks .....	<a href="#">28</a>
Contribution of Appreciated Stocks and Cash .....	<a href="#">28</a>
Gift Annuity to Benefit an Employee .....	<a href="#">28</a>
Effect of a Gift Annuity on Medicaid Eligibility .....	<a href="#">33</a>
Payments from a Gift Annuity to a Special Needs Trust .....	<a href="#">34</a>
Qualifying a Gift Annuity for Matching Funds .....	<a href="#">34</a>
Appendix 1: IRS Form 1040 Schedule A .....	<a href="#">35</a>
Appendix 2: IRS Form 1040 Schedule A, Line 28 Instructions .....	<a href="#">37</a>
Appendix 3: Publication 529 Excerpt .....	<a href="#">39</a>

## **Chapter 21: Cross-border Annuities – Particularly From Canadian Donors**

Rules Regarding Gift Annuities .....	<a href="#">1</a>
<i>Canadian Gift Annuity Rates</i> .....	<a href="#">1</a>
<i>Donation Receipt</i> .....	<a href="#">2</a>
<i>Taxation of Payments</i> .....	<a href="#">4</a>
<i>Life Expectancies</i> .....	<a href="#">5</a>
<i>Deferred Annuities</i> .....	<a href="#">5</a>
<i>Taxable Gifts</i> .....	<a href="#">5</a>
<i>Testamentary Gift Annuities</i> .....	<a href="#">6</a>
Contributions by Canadians to American Charities for Gift Annuities .....	<a href="#">6</a>
<i>Allowance of Tax Credit in General</i> .....	<a href="#">6</a>
<i>Donation Receipt Issued by an American Charity</i> .....	<a href="#">7</a>
<i>Authority and Tax Consequences</i> .....	<a href="#">8</a>
<i>Reporting and Withholding</i> .....	<a href="#">8</a>

<i>Canadian as Successor Annuitant</i> .....	<a href="#">9</a>
<i>Gift Annuity Agreement and Currency</i> .....	<a href="#">9</a>
<i>Contribution of Appreciated Assets</i> .....	<a href="#">9</a>
U.S. Citizen Who Is a Resident of Canada .....	<a href="#">9</a>
Gifts of Canadian Property Owned by Americans .....	<a href="#">10</a>
1971 Mortality Tables Life Expectancies .....	<a href="#">11</a>
Gift Annuities for Donors from a U.S. Territory .....	<a href="#">11</a>
Gift Annuities for Donors from Other Countries .....	<a href="#">11</a>
Possible Applicability of the USA PATRIOT Act .....	<a href="#">12</a>
Appendix 1: Donation Receipt .....	<a href="#">13</a>
Appendix 2: CRA Form T4A .....	<a href="#">15</a>
Appendix 3: IRS Form 1042 .....	<a href="#">17</a>
Appendix 4: IRS Form 1042-S .....	<a href="#">27</a>
Appendix 5: IRS Form 1042-T .....	<a href="#">31</a>
Appendix 6: IRS Form W-8BEN .....	<a href="#">33</a>
Appendix 7: 1971 Tables Individual Life Expectancies .....	<a href="#">35</a>
Appendix 8: 1971 Tables Life Expectancies—Two Lives, Ages 60-105 .....	<a href="#">36</a>

## [Index](#)

## [Afterword](#)

# CONTENTS OF PROTOTYPE MATERIALS

Accompanying this manual are prototype materials formatted in Microsoft Word and PowerPoint for Windows, along with PDF files containing annual filing materials for certain states as referenced in [Chapter 14](#). (For users of the print version of this manual, the materials are on a separate CD.) The Word and PowerPoint materials may be adapted, personalized, and reproduced for use by your institution. They are made available to you with the understanding that the authors are not engaged in the practice of law, nor in rendering legal or other professional advice. Accordingly, you are advised to have your own legal counsel review and approve the documents, including any modifications, before using them.

<b>Document</b>	<b>File Name</b>	<b>Chapter &amp; Page Number</b>
Directory to Annuity Agreements	agreements-directory.doc	<a href="#">xxiii</a>
Deduction Calculation Worksheets	deduction calculations.doc	<a href="#">4.2</a> & <a href="#">4.11</a>
Sample Resolution Establishing a Gift Annuity Program*	resolution to establish.doc	<a href="#">5.31</a>
Sample Charitable Gift Annuity Policies	policies.doc	<a href="#">5.33</a>
Gift Annuity Application Form	application form.doc	<a href="#">5.45</a>
Addendum to Annuity Agreement when Donor Accepts a Lower Rate	lower rate addendum.doc	<a href="#">5.51</a>
Sample Letter Directing that Annuity Payments Be Made to a Revocable Living Trust*	payments to RLT.doc	<a href="#">5.53</a>
Sample Letter Regarding Funding a Gift Annuity with Assets in the Donor's Revocable Living Trust	CGA funded via RLT.doc	<a href="#">5.55</a>
Sample Letter Instructing Charity to Retain Annuity Payments*	payments to charity.doc	<a href="#">5.57</a>
Sample Letter Regarding First Payment Deferral	first payment deferral.doc	<a href="#">5.59</a>
Sample Letter Alerting Annuitant(s) to Upcoming Change in Taxation of Annuity Payments*	annuity becoming taxable.doc	<a href="#">5.61</a>
Sample Letter Accompanying IRS Form 1099-R	1099-R letter.doc	<a href="#">5.63</a>
Sample Letter to Personal Representative Regarding Additional Deduction	personal rep letter.doc	<a href="#">5.69</a>
New York Agreements*	NY agreements.doc	<a href="#">6.2</a>
Annuity Agreements—Immediate & Deferred*	agreements-base.doc	<a href="#">6.3</a>
Sample Gift Annuity Disclosure Statement	disclosure statement.doc	<a href="#">8.5</a>
Sample Privacy Notice	privacy notice.doc	<a href="#">8.17</a>
<b><i>Tax Information for Donors</i></b>		
Cover Letter to Donor after Completion of Gift Annuity*	tax-cover letter.doc	<a href="#">9.3</a>
Summary of Accounting and Tax Information*	tax-info summary.doc	<a href="#">9.5</a>

\*Signifies materials new or revised for 2014

<b>Document</b>	<b>File Name</b>	<b>Chapter &amp; Page Number</b>
Statement Concerning Use of Alternate Valuation Date	tax-alternate date.doc	<a href="#">9.11</a>
Gift Annuity Agreement with Reinsurance Paragraph*	agreement-reinsurance.doc	<a href="#">10.19</a>
Alabama Gift Annuity Disclosure Statement*	AL-disclosure.doc	<a href="#">11.37</a>
Arizona Gift Annuity Disclosure Statement	AZ-disclosure.doc	<a href="#">11.39</a>
State-required Disclosure Language*	disclosure-states.doc	<a href="#">12.5</a>
Arkansas Investment Certification	AR-certification.doc	<a href="#">14.11</a>
 <b><i>Marketing Gift Annuities</i></b>		
<i>Target Mailer: Immediate Gift Annuity</i>		
Sample Letter 1—Increase Cash Flow	mailing-letter1.doc	<a href="#">15.21</a>
Sample Letter 2—Popular Gift*	mailing-letter2.doc	<a href="#">15.23</a>
Generic Illustrations (to accompany letter)*	mailing-illustrations.ppt	<a href="#">15.24</a>
Alternative to Illustrations (to accompany letter)	mailing-graphic.ppt	<a href="#">15.27</a>
Annuity Inquiry Form (for use by prospective donor)	mailing-inquiry form.doc	<a href="#">15.28</a>
Sample Postcard	mailing-postcard.ppt	<a href="#">15.29</a>
Follow-up Letter*	mailing-follow-up letter.doc	<a href="#">15.31</a>
<i>Target Mailer: Deferred Gift Annuity</i>		
Sample Letter	mailing-dga-letter.doc	<a href="#">15.34</a>
Generic Illustrations (to accompany letter)	mailing-dga-illustrations.ppt	<a href="#">15.36</a>
Alternative to Illustrations (to accompany letter)*	mailing-dga-information.ppt	<a href="#">15.39</a>
Inquiry Form (for use by prospective donor)	mailing-dga-inquiry form.doc	<a href="#">15.40</a>
Sample Postcard	mailing-dga postcard.ppt	<a href="#">15.41</a>
Follow-up Letter*	mailing-dga-follow-up letter.doc	<a href="#">15.43</a>
Target Mailer: “Anniversary”*	anniversary letter.doc	<a href="#">15.46</a>
<i>Advertisements</i>		
General	ad-general.doc	<a href="#">15.48</a>
Renewal of C.D.	ad-renewal.ppt	<a href="#">15.49</a>
Testimonial	ad-testimonial.doc	<a href="#">15.50</a>
Deferred	ad-deferred.doc	<a href="#">15.51</a>
Article-Testimonial	article-testimonial.doc	<a href="#">15.53</a>
<i>Inserts (Receipt Stuffers)</i>		
In a Jam?	insert-in a jam.doc	<a href="#">15.56</a>
Helping Hand	insert-helping hand.doc	<a href="#">15.57</a>
Closer Look*	insert-closer look.doc	<a href="#">15.58</a>

\*Signifies materials new or revised for 2014

<b>Document</b>	<b>File Name</b>	<b>Chapter &amp; Page Number</b>
Too Much Month*	insert-too much month.doc	<a href="#">15.59</a>
Provide the Key	insert-provide the key.doc	<a href="#">15.60</a>
Stay Healthy*	insert-stay healthy.doc	<a href="#">15.61</a>
<i>Newsletter Articles</i>		
General Article (long)*	article-general-long.doc	<a href="#">15.64</a>
General Article (short)	article-general-short.doc	<a href="#">15.66</a>
<i>Securing Your Future</i> Article	article-longevity.doc	<a href="#">15.67</a>
<i>Better to Give and Receive</i> Article	article-give receive.doc	<a href="#">15.68</a>
<i>Twice as Nice</i> Article	article-twice as nice.doc	<a href="#">15.69</a>
Question & Answer Article	article-intro-Q&A.doc	<a href="#">15.71</a>
Introductory Article (narrative version)	article-intro-text.doc	<a href="#">15.73</a>
Script for Telemarketing Call	telemarketing script.doc	<a href="#">15.75</a>
Sample Agreement for Testamentary Gift Annuity Funded with IRA Assets*	agreement-IRA.doc	<a href="#">16.39</a>
<i>Flexible Deferred Annuity</i>		
Promotional Article*	flex-article.doc	<a href="#">18.9</a>
Sample Letter Prompting an Annuitant of a Flexible Deferred Annuity to Consider Whether He or She Is Ready to Have Payments Begin*	flex dga-check-in letter.doc	<a href="#">18.23</a>
Sample Letter for Use by Annuitant When Electing Commencement Date*	flex dga-election letter.doc	<a href="#">18.25</a>
New York Flexible Agreements*	NY flex dga agreements.doc	<a href="#">18.27</a>
Flexible Deferred Annuity Agreements*	flex dga-agreements.doc	<a href="#">18.28</a>
<i>Commutated Annuity</i>		
Commutated Annuity Agreement*	commuted-ann-agreement.doc	<a href="#">19.11</a>
Commutation Letter—Commutated Annuity*	commuted-ann-commutation.doc	<a href="#">19.15</a>

\*Signifies materials new or revised for 2014

## Directory

### *Annuity Agreements File*

The annuity agreements file (agreements-base.doc) contained among the prototype materials (which are on a separate CD for those using the print version of this manual) is formatted with each agreement as a new section. The easiest way to go to a particular agreement within the file is by use of the section number, a complete list of which is set out below. In Microsoft Word, click Edit, then Go To, then select Section and enter the applicable number.

If you wish to print a particular agreement, click File, then Print, then under Page Range select Pages and enter the applicable section number(s) you wish to print (e.g., s1, s5). You may also highlight a particular section for printing (or copying as a new document). When doing this, be sure to highlight through the ending section break, or the footers will not appear.

	<b>Section</b>
One Life—Donor is the Annuitant	1
One Life—Donor is the Annuitant (Payments are Deferred)	2
One Life—One of the Donors is an Annuitant, Funded with Jointly-owned or Community Property	3
One Life—One of the Donors is an Annuitant, Funded with Jointly-owned or Community Property (Payments are Deferred)	4
One Life—Donor is Not the Annuitant	5
One Life—Donor is Not the Annuitant (Payments are Deferred)	6
One Life—Neither Donor is an Annuitant, Funded with Jointly-owned or Community Property	7
One Life—Neither Donor is an Annuitant, Funded with Jointly-owned or Community Property (Payments are Deferred)	8
Two Lives—Joint and Survivor, Funded with Jointly-owned or Community Property	9
Two Lives—Joint and Survivor, Funded with Jointly-owned or Community Property (Payments are Deferred)	10
Two Lives—Joint and Survivor, Funded with Donor’s Separate Property	11
Two Lives—Joint and Survivor, Funded with Donor’s Separate Property (Payments are Deferred)	12
Two Lives—Joint and Survivor, Donor is Not an Annuitant	13
Two Lives—Joint and Survivor, Donor is Not an Annuitant (Payments are Deferred)	14

	<b>Section</b>
Two Lives—Joint and Survivor, Funded with Jointly-owned or Community Property, Donors are Not the Annuitants	15
Two Lives—Joint and Survivor, Funded with Jointly-owned or Community Property, Donors are Not the Annuitants (Payments are Deferred)	16
Two Lives—Successive Interests, Donor is the First Annuitant	17
Two Lives—Successive Interests, Donor is the First Annuitant (Payments are Deferred)	18
Two Lives—Successive Interests, Donor is Not an Annuitant	19
Two Lives—Successive Interests, Donor is Not an Annuitant (Payments are Deferred)	20
Two Lives—Successive Interests, Funded with Jointly-owned or Community Property, Both Donors are Annuitants	21
Two Lives—Successive Interests, Funded with Jointly-owned or Community Property, Both Donors are Annuitants (Payments are Deferred)	22
Two Lives—Successive Interests, Funded with Jointly-owned or Community Property, One of the Donors is the First Annuitant, the Second Annuitant is a Non-Donor.	23
Two Lives—Successive Interests, Funded with Jointly-owned or Community Property, One of the Donors is the First Annuitant, the Second Annuitant is a Non-Donor (Payments are Deferred).	24
Two Lives—Successive Interests, Funded with Jointly-owned or Community Property, Neither Donor is an Annuitant	25
Two Lives—Successive Interests, Funded with Jointly-owned or Community Property, Neither Donor is an Annuitant (Payments are Deferred)	26