

## Year End Gift Processing for 2011

### **IMPORTANT NOTE**

**The Playhouse Administrative Offices will be closed Friday, December 23 through Monday, December 26, and Friday, December 30 through January 2, 2012.**

Hereafter are the deadlines and the procedures necessary in order to receive credit for donations for the 2011 calendar year.

### **Cash and Checks**

**In person** – Donations of cash and checks must be delivered to the Development office by 5pm on Thursday, Dec. 29.

**Mail** – Donations of cash and checks must be postmarked by Dec. 31, 2011.

### **Credit Card**

The Pasadena Playhouse accepts Visa, Mastercard, American Express and Discover.

**In person** - Must be delivered to the Development office by 5pm on Dec. 29 and processed that day.

**Mail** - Must be processed by the Development office by 5pm on Dec. 29. Tax credit is granted for the date that the transaction is processed; a Dec. 31 postmarked envelope is not recognized as valid proof for tax deduction for credit card gifts.

**Phone** – Must be called in by 5pm on Dec. 29 and processed that day. Please call 626.921.1156

**Online** – Must be made before midnight on Dec. 31 in order to be processed that day. To make your donation, please go to [www.pasadenaplayhouse.org](http://www.pasadenaplayhouse.org) and click on Donate Now.

### **Stock Transfer\***

**Electronic** – Transfer must be received by The Playhouse's brokerage account by 5pm on Dec. 29.

**In person** – Must be delivered to and accepted by the Development Office by 5pm on Dec. 29.

**Mail** – Must be postmarked no later than Dec. 31.

**Express mail** - Must be received and accepted by the Development Office by 5pm on Dec. 29.

\*Note – paper stock certificates must be signed and have all required information completed correctly or have required information completed on a separate Stock/Bond power. In turn, The Pasadena Playhouse will provide a letter of receipt for donations including our name, the date of the contribution (defined as the time of its unconditional delivery or date received), and the amount of the contribution. If the donor received any substantial goods or services, that will also be included in the letter.

For any questions, please call Jennifer Berger, Director of Development at 626.921.1164, [jberger@pasadenaplayhouse.org](mailto:jberger@pasadenaplayhouse.org).