As a reminder, the UCF Foundation office will be closed Wednesday, December 21, 2022, through Monday, January 2, 2022. The Foundation reopens on Tuesday, January 3, 2023, with the last day of the calendar year falling on Saturday, December 31, 2022.

Gift Receipt Processing

Below are procedures developed in accordance with IRS regulations to enable an accurate and timely calendar year-end cut-off so that we may appropriately account for all transactions. As with all philanthropic gifts, to ensure contributions qualify for a calendar year deduction for IRS purposes, donors are recommended to consult with their personal financial representative or tax advisor.

- **Mailed cash or checks:**
  Mailed cash or checks for gift receipting must be postmarked on or before December 31, 2022, for the gift to be processed in the 2022 calendar year. For audit purposes, the postmarked envelope must accompany the gift to process for the 2022 calendar year.

- **Credit card gifts:**
  It is recommended that credit card transactions be processed directly through the Foundation’s website, University of Central Florida Foundation (ucf.edu) no later than 10 p.m., Saturday, December 31, 2022.

- **Gifts of stock or mutual funds:**
  A donation of stock or mutual funds is made when the stock is registered in the Foundation’s name. Please reach out to Joseph Mera at 407-882-1233 or Joseph.Mera@ucf.edu, as the assistance of a Foundation Staff Member is needed for these types of gifts.

For all other calendar year 2022 gift issues or circumstances prior to December 31, please contact the Foundation main office at 407-882-1220. This number will be monitored regularly throughout the closure.

*Have a happy and safe holiday!*