



BERKELEY LAB DONOR INSTRUCTIONS

We are pleased to provide you with instructions for making a gift to The Regents of the University of California in support of the Berkeley Lab. This document provides suggested language for a gift letter, where to mail the gift letter, where to mail the donation check, and information on sending a wire transfer. If you have any questions, please contact the Gift Coordinator at the Strategic Partnerships Office (SPO) by email at Gifts@lbl.gov or by phone: (510) 495-5512.

GIFT LETTER:

We ask that gifts supporting the Berkeley Lab be accompanied by a deed of gift or a gift letter addressed and sent to the Laboratory Director:

Dr. Michael Witherell, Laboratory Director
Lawrence Berkeley National Laboratory
c/o Strategic Partnerships Office
(Attn: Gift Coordinator)
1 Cyclotron Road, Mailstop 56A0120
Berkeley, California 94720

To facilitate processing the gift, a copy of the letter may also be emailed to Gifts@lbl.gov and to the Berkeley Lab Scientist (if identified in the gift letter).

Ideally, the gift letter should include the following information:

- Clearly state the donor's intention to make a gift;
- Declare that the gift is irrevocable (under California law, a gift is considered revocable unless the donor specifies that it is irrevocable);
- Include a brief description of the gift (e.g., cash, shares of stock);
- Identify the Berkeley Lab as the entity for which the gift is intended;
- Include a designation of the purpose or purposes for which the gift is to be used and specify a Lab scientist and/or the Lab Division for which the gift is intended. (If the donor so chooses.)

Following are several sample letters that have been approved. For donations from private companies, institutions and foundations, please provide a gift letter on company letterhead.

Unrestricted Gift - Sample

"I/We enclose my/our check for **or** will/have wired \$_____ payable to The Regents of the University of California. This is an irrevocable gift and shall be used at the Berkeley Lab to further the goals of the University as The Regents in their discretion deem appropriate. No goods or services have been or will be expected, or requested, in exchange for this gift."

Restricted Purpose Gift -Sample

"I/We enclose my/our check for **or** will/have wired \$_____ payable to The Regents of the University of California. This is an irrevocable gift, and shall be used for (*broad area of research*) at the Berkeley Lab. No goods or services have been or will be expected, or requested, in exchange for this gift."

(Broad area of research example: "...cancer research under the direction of _____ [insert an LBNL scientist's name here])

Equipment/Materials Gift - Sample

"I/We would like to donate to The Regents of the University of California the following equipment/materials which have a fair market value of \$_____. This is an irrevocable gift and shall be used for (*broad area of research*) at the Berkeley Lab. No goods or services have been or will be expected, or requested, in exchange for this gift."

FORWARDING THE CHECK TO THE BERKELEY LAB:

Please make the checks payable to: ***The Regents of the University of California – Contract 31*** and send to:

Gift Coordinator
Lawrence Berkeley National Laboratory
Strategic Partnerships Office
1 Cyclotron Road, Mailstop 56A0120
Berkeley, California 94720
USA

WIRE TRANSFER TO THE BERKELEY LAB:

As an alternate to issuing a check, you may wire payment in U.S. dollars payable to ***The Regents of the University of California – Contract 31*** to the following electronic address:

Financial Institution: Wells Fargo Bank, N.A
San Francisco, CA
Attn: David N. Ryder, 202-416-2618
ABA#: 121000248 (DOMESTIC)
Swift Code: WFBIUS6S (INTERNATIONAL)
Account Name: Lawrence Berkeley National Laboratory Gift Account
Account Number: 4121-491195

Please be advised that Berkeley Lab assesses a 1% administrative fee on all gifts.

Acknowledgement Letter from the Berkeley Lab:

For tax purposes, upon acceptance of your donation by The Regents, an acknowledgement letter will be sent to you from the Laboratory Director.

Thank you for your interest in supporting the Berkeley Lab!