

July 27, 2022

Dear Fundholders and Donors,

We are excited to announce that we are advancing our strategic goal of continuous improvement to enhance your experience with the Foundation by providing tax receipt letters via email, beginning October 1, 2022. This is a response to the multiple requests we have received to streamline our process and to provide receipts in real-time, a benefit to donors and fundholders. This move allows the Foundation to serve you better, provides an immediate response to gifts, and has the added benefit of saving postage and mailing costs. It also demonstrates our commitment to efficient stewardship of the resources entrusted to the Foundation and reduces the potential need to increase Foundation support fees to cover mailing costs as the volume of gifts grows.

Many of our donors and fundholders are accustomed to email communications and receiving documents via email. In addition to real-time receipts for gifts, you will also receive an emailed year-end statement.

For fundholders and donors still wishing to receive mailed donation letters, these will be provided in a statement format on a quarterly basis.

- First quarter statements will be mailed by the end of April.
- Second quarter statements will be mailed by the end of July.
- Third quarter statements will be mailed by the end of October.
- Fourth quarter statements will be mailed by the end of January.

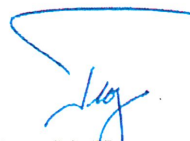
Fundholders will continue to have access to all account information via FundWeb.

Under this new delivery format, we will need to have your current email address on file. Please complete and return the enclosed email confirmation card. You may also provide this online by scanning the QR code which will direct you to the online email confirmation form.



If your email is not confirmed, your next mailed statement will reflect fourth quarter receipts.

Sincerely,



Troy M. Hanna
President & CEO

TMH/ksa

YOUR COMMUNITY FOUNDATION



Frequently Asked Questions

Letters of Donation – Tax Receipts

On October 1, 2022, the Spartanburg County Foundation (SCF) will move to an email-based distribution for tax receipt letters for donations made to funds held at the Foundation. This ensures timely notification of gifts made/received and reduces mailing costs for letters.

Q: What if I do not confirm my email address prior to October 1, 2022?

A: For all gifts received October 1, 2022 – December 31, 2022, you will receive a mailed statement by the end of January, 2023. Future quarterly statements will be mailed.

- First quarter statements will be mailed by the end of April.
- Second quarter statements will be mailed by the end of July.
- Third quarter statements will be mailed by the end of October.
- Fourth quarter statements will be mailed by the end of January.

Q: What if I did not confirm an email address but would now like to receive my receipt letters by email?

A: You may go online to <https://bit.ly/3bc72jP> or scan the QR code and complete the form to let us know your update. You may also call the Foundation office 864-582-0138 and ask for Heather Ailstock. She will confirm your email in our database, and you will begin receiving emailed tax receipts.



Q: What if I made a donation online in honor or memory of someone?

A: Our online giving form has been updated to require an email address. The donor will receive an emailed receipt for the gift. If you have provided an address to which a notification of the gift should be sent, that letter will be printed and mailed. You are also welcome to include an email address for the notification contact if you prefer for that person to be notified of your gift via email instead of standard mail.

Q: How will I be able to keep up with donations made to my Fund?

A: You will continue to be able to track all donations to your fund via FundWeb.

Q: What if I have questions about my Fund or receipts?

A: For questions about your Fund, contact our Stewardship Officer, Karen Nichols, knichols@spcf.org. For questions about receipts, contact Contributions Manager, Heather Ailstock, hailstock@spcf.org. You may also contact them by phone at 864-582-0138.