



## **Amici Lovanienses Gift Procedure**

### **Make your charitable contribution to a suggested (foreign) organization with religious, scientific, literary or educational purposes**

A gift to Amici Lovanienses will make it possible for donors to support a (foreign) nonprofit organization. This could be an organization with religious, scientific, literary or educational purposes that you sympathize with anywhere around the world.

Through our encouragement and endorsement, you can also find one or more preeminent nonprofit initiatives in the field and location of your preference. To this objective Amici Lovanienses organizes several events and activities a year, bringing together a very diverse audience.

In accordance with article 501 (c)(3) and 509 (a)(1) of the Internal Revenue Code, Amici Lovanienses is recognized as a public charity. This means that your contributions are deductible within the scope of U.S. tax law. **Tax ID Number: 46-1274501**

### **I. How to make a contribution?**

#### **FOR DONATIONS MADE BY CHECK OR MONEY ORDER**

Payable to: Amici Lovanienses Inc.  
Mail to:  
Amici Lovanienses Inc.  
Martine Peetermans, Executive Director  
PO Box 20322  
San Jose CA 95160-0241

#### **FOR DONATIONS MADE BY DOMESTIC WIRE**

Wire to: Wells Fargo  
Bank Address: 6465 Almaden Expressway, San Jose CA 95120-2901  
Routing No.: 121000248  
For Credit to: Amici Lovanienses Inc.  
Account No.: Contact Martine Peetermans



FOR DONATIONS MADE BY EFT (ELECTRONIC FUND TRANSFER)

Wire to: Wells Fargo

Bank Address: 6465 Almaden Expressway, San Jose CA 95120-2901

Routing No.: 121000248

For Credit to: Amici Lovanienses Inc.

Account No.: Contact Martine Peetermans

FOR DONATIONS MADE BY INTERNATIONAL WIRE

Wire to: Wells Fargo

Bank Address: 6465 Almaden Expressway, San Jose, CA 95120-2901

Swift Code: WFBIUS6S

For Credit to: Amici Lovanienses Inc.

Account No.: Contact Martine Peetermans

**2. Suggested gift form**

Please complete the suggested gift form (see annex) and send this to Amici Lovanienses, together with a check or money order made payable to Amici Lovanienses. If you prefer to make a gift through wire transfer or if you would like to make a contribution by giving another type of property (such as stocks, bonds, real estate, art work,...) please contact us.

CONTACT: EXECUTIVE DIRECTOR

Martine Peetermans

Amici Lovanienses Inc.

PO Box 20322

San Jose CA 95160-0241

Tax ID #46-1274501

(408)218-0046

[martine.peetermans@amicilovanienses.org](mailto:martine.peetermans@amicilovanienses.org)



### DONOR RECOGNITION

When the contribution is transferred towards the Grantee, Amici Lovanienses will at the same time give recognition of the donor, unless the donor requests to remain anonymous (please check the box in the suggested gift form).

### **3. Due diligence**

When we receive your gift and your suggested destination Amici Lovanienses will perform a due diligence to review the organization of your choice to establish if it fits our grantee requirements.

### **4. Approval of the Grant**

For donors to make a deductible contribution under U.S. tax law, Amici Lovanienses must maintain exclusive control with regards to the use of all contributions. This means that we are not bound by the donors' suggestions, but it goes without saying that we will take these recommendations very seriously. It is the sole and exclusive decision right of the Board of Directors of Amici Lovanienses to approve the suggested Grant.

### **5. Grant Agreement with the Grantee**

In a next stage a Grant Agreement is signed with the Grantee, specifying the grant amount and the intended use of this amount.

### **6. Transfer of the contribution**

Once we receive the signed Grant Agreement, Amici Lovanienses will transfer the contribution to the Grantee.

### **7. Management Fee**

Amici Lovanienses charges a 5% management fee. This means that the initial amount of your contribution will be reduced by 5% that is held for the activities that are executed within the organization of Amici Lovanienses while processing your gift.

### **II. How do you get your tax deductibility?**

Tax Receipts are delivered by the Executive Director.



**Suggested Gift Form**

**Please use this form to make a suggested gift to Amici Lovanienses  
Send the completed form to:  
Martine Peetermans - Amici Lovanienses Inc.  
PO Box 20322  
San Jose CA 95160-0241**

1. Identification donor

Name .....  
Street address .....  
City, State, Zip .....  
Phone .....  
E-mail .....

2. Contribution amount

I enclose a check payable / I will make a gift through wire transfer to Amici Lovanienses for the amount of \$ .....

3. Suggested use of the Contribution

I suggest that Amici Lovanienses uses my contribution to support the following nonprofit organization:  
Name of suggested beneficiary organization .....  
Country .....  
Specific purpose .....  
Contact information .....

4. Choice of acknowledgement

Amici Lovanienses may give my name and contact information to the beneficiary organization  I wish to remain anonymous  
 Other recognition (in honor of / in memory of) .....

5. Ethical code

I guarantee and underwrite that these funds result from activities carried out in an ethical and socially responsible way and in accordance with the applicable laws and regulations.

6. Declaration

I certify and declare to know that the Board of Directors of Amici Lovanienses is not bound by my aforementioned suggestion and that the Board of Directors maintains the sole and exclusive control with regards to the use of the assets contributed to Amici Lovanienses. I certify that this gift is not made to discharge or fulfill any legal obligation or commitment. In return for this gift, I will not receive any benefit or privilege whatsoever.

Signature of donor .....  
Date .....