

**MEMORANDUM OF UNDERSTANDING FOR CATHOLIC GIFT ANNUITY PROGRAM**

\_\_\_\_\_ (“Foundation”) and the Catholic Church Extension Society of the United States of America ("Catholic Extension") wish to memorialize their mutual expectations regarding the Catholic Gift Annuity program. This program, administered by Catholic Extension, is an effective Planned Giving tool that supports the Foundation’s overall fundraising efforts.

Catholic Extension has been issuing Charitable Gift Annuities to its donors since 1912 and currently administers over 4,500 contracts. The Catholic Gift Annuity program will benefit the Foundation by offering Charitable Gift Annuities that will be issued, administered and pooled with Catholic Extension’s annuities.

Catholic Extension agrees to administer the Catholic Gift Annuity program by:

- Providing appropriate marketing materials communicating the benefits of a Catholic Gift Annuity.
- Creating all paperwork required for establishing a Catholic Gift Annuity and providing it to the fundraiser or directly to a potential donor.
- Administering the Catholic Gift Annuity, which includes processing the gift, distributing payments, providing annual 1099R forms, and terminating the annuity upon donor’s death.
- Investing the principal of annuity in a prudently managed pool that maintains appropriate reserve levels.
- Providing appropriate reports on a quarterly and annual basis to the Foundation.
- Informing the primary contact at the Foundation of any relevant communications with annuitant.
- Complying with all applicable federal, state and local rules and regulations related to the administration of the Catholic Gift Annuity program, to the extent Catholic Extension determines that such compliance is reasonable and appropriate.

Foundation agrees to promote the Catholic Gift Annuity by:

- Distributing marketing materials either in the format provided by Catholic Extension or customized by the Foundation (at Foundation’s expense) and approved by Catholic Extension.
- Adequately training fundraisers (with Catholic Extension’s assistance) on how to incorporate the Catholic Gift Annuity into Planned Giving discussions with potential donors.
- Allowing Catholic Extension to retain 10% of the residuum at the termination of the annuity for the purpose of maintaining a reserve for administering any annuities that may have negative balances.
- Identifying a primary contact within the Foundation to address any potential program changes.
- Cooperating as requested by Catholic Extension with compliance with all applicable federal, state and local rules and regulations related to the administration of the Catholic Gift Annuity program.

We, the undersigned, have read and agree to this Memorandum of Understanding.

Foundation

Catholic Extension

X \_\_\_\_\_

X \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_