



Instructions and deadlines for 2019 Year-End Gift Processing

The Mariners' Museum and Park's **Development Office will be closed on Wednesday, December 25, 2019 and on Tuesday, January 1, 2019.** We will be open normal business hours on Thursday, December 26, 2019; Friday, December 27, 2019; Monday, December 30, 2019; and Tuesday, December 31, 2019. During this period, the Development office is working to ensure that all donors who wish to do so are able to donate to The Mariners' Museum and Park. If you have any questions about making a year-end gift, please visit www.MarinersMuseum.org/2019YE, call (757) 591-7705 or (757) 591-7795 or email lvazquez@MarinersMuseum.org.

Please note the details below to ensure that your gift is received and processed on time:

Online Gifts: We will issue a 2019 tax receipt for online gifts submitted by December 31, 2019, at 11:59 p.m. Eastern Standard Time (EST). **Gifts made online after 11:59 p.m. EST will be issued a 2020 tax receipt.** To make your gift online, visit www.MarinersMuseum.org/2019YE.

Phoned-in credit card gifts: You must call (757) 591-7795 by December 31, 2019, at 3:30 p.m. in order to ensure 2019 tax deduction eligibility. After 3:30 p.m., please use the secure, online giving form at www.MarinersMuseum.org/2019YE.

Mailed-in credit card gifts: The Mariners' Museum and Park **must receive mailed-in credit card gifts by December 31, 2019 at 3:30 p.m.**, in order to ensure 2019 tax deduction eligibility (regardless of the postmark date).

Mailed-in checks: Mailed-in checks must **be postmarked** by December 31, 2019, **AND** the check must be dated on or before December 31, 2019. **Gifts postmarked after December 31, 2019 will be issued a 2020 tax receipt.**

Electronically Transferred Gifts of Securities:

Electronic transfers must be completed by the donor's transfer agent in a timely manner to ensure that the securities are credited to TMMP's brokerage account on December, 27 2019, or before. Securities received electronically after December 31, 2019 will be recorded as 2020 gifts. Please contact lvazquez@MarinersMuseum.org if your donors require stock transfer instructions.