

**How to make a gift
using your
Donor-Advised Fund to
The Kinkaid School**

- When directing funds to The Kinkaid School through a Donor-Advised Fund (DAF), please contact your DAF and use the following information:

**The Kinkaid School
201 Kinkaid School Dr.
Houston, TX 77024**

Tax ID: 76-0295523

- Prior to receipt, please send the School a letter of transmittal that will confirm your gift. (See accompanying draft.) Please scan and email this letter to Andrea Reyna in the Advancement Office (andrea.reyna@kinkaid.org).
- The date that the funds are received by The Kinkaid School is the date of the gift.
- DAF accounts have IRS Restrictions when used for **event underwriting**. Please contact our office for more information.
- If you have any questions about this transaction, please call Andrea Reyna at 713-243-5046 or Bridget Hennessey at 713-243-5044.

THANK YOU FOR YOUR GIFT TO KINKAID!

LETTER OF TRANSMITTAL

TO: The Kinkaid School

FROM: _____

RE: Donor-Advised Fund

DATE: _____

I/we will be directing \$ _____ to The Kinkaid School from the
_____ Donor-Advised Fund.

Gift Purpose:

- ☐ The Kinkaid Fund
- ☐ All In Campaign
- ☐ Event Underwriting (Donation portion only, FMV will be sent separately)
- ☐ Restricted/Other:

**Please scan and email this letter to Andrea Reyna at andrea.reyna@kinkaid.org.
This will help ensure timely disposition of your gift. Please contact Andrea at (713)
243-5046, if you have any questions.**

Thank you!