



Bequest Basics and Sample Language for Bequests

MAKING A BEQUEST

You can make a bequest to Foundation for a College Education (FCE) for a specific amount, for a percentage of your estate, or for all or a portion of what is left after you have made other bequests. To make a gift to Foundation for a College Education from your estate, you must sign a new will or living trust instrument, make an amendment to your present trust instrument, or add a codicil to your present will.

You can designate Foundation for a College Education as a beneficiary of a life insurance policy, retirement plan, and/or bank accounts. Please contact the life insurance company, retirement plan administrator, and/or financial institution to fill out and file the appropriate beneficiary designation form(s) or payable on death (POD) form(s).

To assist you in preparing your bequest, sample language follows.

PLANNING A BEQUEST

When planning your bequest, please consider how you prefer your gift to be used to benefit the mission and work of Foundation for a College Education:

- An **unrestricted** bequest allows the Executive Director of FCE to determine how to use the funds based on budget and program needs. Unrestricted bequests have extraordinary value because they provide flexibility for FCE to meet future needs.
- A **restricted** bequest directs be used only for a particular purpose or program. The sample language below shows how to word gifts to be restricted to specific purposes.



SAMPLE LANGUAGE FOR BEQUEST PROVISIONS

Unrestricted Bequest:

I hereby give to FOUNDATION FOR A COLLEGE EDUCATION, a California nonprofit corporation with its principal offices at 2160 Euclid Avenue, East Palo Alto, CA 94303, (the sum of \$____) or (____% of the residue of my estate,) to be used for its general purposes.

Bequest for a Specific Purpose:

I hereby give to FOUNDATION FOR A COLLEGE EDUCATION, a California nonprofit corporation with its principal offices at 2160 Euclid Avenue, East Palo Alto, CA 94303, (the sum of \$____) or (____% of the residue of my estate,) to be used for (the purposes I have designated in writing and delivered to Foundation for a College Education.) or (for the following purpose:

- FCE STEAM, a program for middle school students and parents.
- FCE College Bound, a program for high school students and parents.
- FCE College Success, a program for college students.
- *to discuss a different specific purpose, such as a scholarship, please contact the FCE Offices.)*

PREPARATION FOR THE UNEXPECTED

Inclusion of the following language is optional, but suggested, in order to ensure that a bequest designated for a specific use will always remain productive if circumstances change unexpectedly:

If, in the judgment of the Executive Director, future circumstances render the designated use of this bequest no longer appropriate, then the Executive Director shall use the gift to further the mission and purposes of Foundation for a College Education, giving consideration to my special interest as evidenced by the purposes described above.



WE WANT TO THANK YOU

Please let us know if you have included Foundation for a College Education in your estate plans so we can appropriately thank you for your generosity, make sure the purpose of your gift is understood by FCE, and recognize you properly.

CONTACT FCE

The Executive Director and the Office of Development are happy to help you explore options for designating a bequest to Foundation for a College Education not detailed above, such as a scholarship or endowed gift. Please contact us at 650-322-5048 to discuss options.

If you are considering a planned gift, please consult your legal and tax advisors. FCE executive staff are happy to speak with advisors as well.

ORGANIZATION INFORMATION

Please use the following if you wish to leave a bequest to Foundation for a College Education.

Legal Name: FOUNDATION FOR A COLLEGE EDUCATION

Federal Tax I.D. Number: 77-0401635

Principal Offices: 2160 Euclid Avenue, East Palo Alto, CA 94303

Mailing Address: PO Box 50518, Palo Alto, CA 94303

Remember to keep your beneficiary designation forms up-to-date, as well as your Will or trust, to ensure they are consistent and reflect your current wishes.