



BERKELEY LAB DONOR INSTRUCTIONS

We are pleased to provide you with instructions for making a gift to The Regents of the University of California in support of the Berkeley Lab. This document provides suggested language for a gift letter, where to mail the gift letter, where to mail the donation check, and information on sending a wire transfer. If you have any questions, please contact Angela R. Ford, Office of Sponsored Projects & Industry Partnerships by phone: (510) 486-7557, by fax: (510) 486-4386, or by e-mail: Gifts@lbl.gov.

Gift Letter:

We ask that gifts supporting the Berkeley Lab be accompanied by a deed of gift or a gift letter addressed to the Laboratory Director. Ideally, the gift letter should include the following information:

- Clearly state the donor's intention to make a gift;
- Declare that the gift is irrevocable (under California law, a gift is considered revocable unless the donor specifies that it is irrevocable);
- Include a brief description of the gift (e.g., cash, shares of stock);
- Identify the Berkeley Lab as the entity for which the gift is intended;
- Include a specific designation of the purpose or purposes for which the gift is to be used (if the donor so chooses).

Following are several sample letters that have been approved by UC General Counsel. For donations from private companies, please provide a gift letter on company letterhead.

Unrestricted Gift

"I/We enclose my/our check for \$_____ payable to The Regents of the University of California. This is an irrevocable gift and shall be used at the Berkeley Lab to further the goals of the University as The Regents in their discretion deem appropriate."

Restricted Purpose Gift

"I/We enclose my/our check for \$_____ payable to The Regents of the University of California. This is an irrevocable gift, and shall be used for (specific purpose) at the Berkeley Lab."

(Specific purpose example: "...cancer research under the direction of [insert an LBNL scientist's name here]")

Equipment/Materials Gift

"I/We would like to donate to The Regents of the University of California the following equipment/materials which have a fair market value of \$_____. This is an irrevocable gift, and shall be used for (specific purpose) at the Berkeley Lab."

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Page 2

Sending the gift letter to the Berkeley Lab:

Please address your gift letter to the Laboratory Director and send to the Office of Sponsored Projects & Industry Partnerships:

Dr. A. Paul Alivisatos, Interim Laboratory Director
Lawrence Berkeley National Laboratory
c/o Office of Sponsored Projects & Industry Partnerships (Attn: Angela R. Ford)
1 Cyclotron Road MS46R0125
Berkeley, California 94720

A copy of the letter may also be sent to the Berkeley Lab Scientist and sent by email to Gifts@lbl.gov.

Please be advised that Berkeley Lab assesses a 1% administrative fee on all gifts.

Forwarding the Check or Wire Transfer to the Berkeley Lab:

Please make the checks payable to: The Regents of the University of California – Contract 31 and mail to:

1 Cyclotron Road
Ernest Orlando Lawrence Berkeley National Laboratory
Office of Sponsored Projects & Industry Partnerships
Mail Stop 46R0125
Berkeley, California 94720
Attn: Angela R. Ford

As an alternate to issuing a check, you may wire payment in U.S. dollars payable to The Regents of the University of California – Contract 31 to the following electronic address:

Financial Institution:	Wells Fargo Bank, N.A San Francisco, CA
Attn:	Anita T. Suen, 415-396-0798
ABA#:	121000248 (DOMESTIC)
Swift Code:	WFBIUS6S (INTERNATIONAL)
Account Name:	Lawrence Berkeley National Laboratory Gift Account
Account Number:	4121-491195

Acknowledgement letter from the Berkeley Lab:

For tax purposes, upon acceptance of your donation by The Regents, an acknowledgement letter will be sent to you from the Laboratory Director. For your records, the Federal Tax Identification Number of the Berkeley Lab is 94-2951741.

Thank you for your interest in supporting the Berkeley Lab!