



# Establish a succession plan

Use this form to craft or change a succession plan for your account. A succession plan details what will happen to your account when all current account advisors are unable or unwilling to manage account processes.

If you do not select a succession plan, remaining account assets will be transferred to The Philanthropic Impact Fund.

If you require extra space, include additional sheets. Please do not staple.

For more information, refer to our *Policies & Guidelines*.

Contact us  
with questions

[donorservice@vanguardcharitable.org](mailto:donorservice@vanguardcharitable.org)

Please check here if this form is related to a contingency succession plan or if it is paired with an intent to give form.

## 1 Account Information

Provide Vanguard Charitable account information.

Account number	Account name	
A	The	Fund

## 2 Succession Plan

You may choose one or multiple options to complete your succession plan. Selections must total 100% Choose what will happen to your account when all advisors are unable or unwilling to manage account processes. If a valid succession plan is not in effect, remaining account assets will be transferred to The Philanthropic Impact Fund.\*

<b>Option 1: Pass current account privileges to others</b> <i>If checked, complete Section 2a</i> Retain the assets in your account and appoint up to two successor advisors. Please note, successor advisors cannot be listed as a current advisor on the same account.	%
<b>Option 2: Create new accounts</b> <i>If checked, complete Section 2a</i> Divide account assets equally and create one or more new accounts, each with up to two successor advisors. The minimum initial amount for each account is \$25,000. If creating multiple new accounts, each with up to two successor advisors and require more space to provide information, please attach additional pages of section 2a signed and dated by at least one current account advisor. If the account balance is not sufficient to support this option when the succession plan is enacted, successor advisors will be made account advisors on the existing philanthropic account.	%
<b>Option 3: Recommend final grants to charity</b> <i>If checked, complete Section 2b</i> Recommend one or more charities receive a final, lump-sum grant from your account. All grants are subject to review and approval at the time the succession plan is enacted.	%
<b>Option 4: Establish recurring grants with an Endowed Grant Plan</b> <i>If checked, please complete a Recommend an Endowed Grant Plan form</i> Recommend recurring grants based on a percentage of the account's balance. This option is not in effect until Vanguard Charitable receives a completed Recommend an Endowed Grant Plan form, which is available at <a href="http://vanguardcharitable.org/forms">vanguardcharitable.org/forms</a> .	%
<b>Option 5: Transfer assets to The Philanthropic Impact Fund</b> The Philanthropic Impact Fund (PIF) issues grants that elevate the philanthropic industry. PIF works to help donors make informed granting decisions and educates nonprofits on providing effective and efficient solutions to increase capacity and capability.	%
Total	<b>100 %</b>

\*We highly recommend that each of our Account Advisors undergo an annual review of their Succession Plan. This will ensure that our records remain up-to-date even as your plans continue to evolve. Ultimately, know that it's our goal to ensure that your charitable intentions are met.

## 2a. Successor advisors

If you selected Option 1 or 2 as a succession plan, name successor advisors here. At least one successor-advisor must be the age of majority at the time the succession plan is enacted. Minors may be named as successors, but they cannot assume account privileges until they reach the age of majority. In the interim, a trusted legal guardian can administer account activity. If any successor advisors are minors please contact us to provide additional information regarding their legal guardians.

Successor advisors will not receive account privileges until the Succession Plan is enacted or unless they are named an Interested Party on the account.

Successor advisors cannot be current advisors on the same account. If you selected Option 2, intend to create multiple accounts with Successor Advisors, and need more space to provide information, please attach additional pages. If the account balance is not sufficient to support this option when the succession plan is enacted, successor advisors will be made account advisors on the existing philanthropic account. All fields are required unless otherwise noted.

### Successor-advisor A

Name <i>salutation, first, middle initial, last</i>		
Title <i>if applicable</i>		
Birth date <i>mm-dd-yyyy</i>	Preferred phone Primary      Mobile      Other	
Street address or P.O. box number		
City	State	Zip
Address type Business      Home      Mailing      Other		
Email address	Relationship to current account advisors	

### Successor-advisor B

Name <i>salutation, first, middle initial, last</i>		
Title <i>if applicable</i>		
Birth date <i>mm-dd-yyyy</i>	Preferred phone Primary      Mobile      Other	
Street address or P.O. box number		
City	State	Zip
Address type Business      Home      Mailing      Other		
Email address	Relationship to current account advisors	

## 2b. Nonprofit Organizations

If you selected Option 3 as a succession plan, name the nonprofit organizations here. To nominate more than two charities, include additional sheets signed and dated by at least one account advisor. The total percentage for all organizations listed in this section must equal 100%.

*Fractional percentages out to two decimal places are acceptable, example - 1.25%.*

### Organization A

*Specify the percentage to be granted to this charity*

#### Charity Information

*Grants are made payable to charity's legal name, which may differ from its common name. Please ensure that your selection is an eligible charity.*

Charity legal name		EIN <i>if available</i>
Street address or P.O. box number		
City	State	Zip

#### Charity Contact

Primary contact <i>if available, first and last name</i>	
Primary contact title	
Preferred phone	Email address

**Grant Purpose** (Area of most need will be used if section left blank.)

Area of most need (unrestricted)
<b>Custom Purpose</b> Enter a description of the project in the box below.

**Grant Recognition** (Account name used if section left blank)

<b>Account name only</b> No contact information.	<b>Anonymous</b> No identifying or contact information.
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**Grant Ineligibility** (Vanguard Charitable will pursue the options below in order if organization is ineligible)

*Select one way grants will be distributed if a named charity no longer exists.*

<b>Option 1:</b> Reallocate grants among other named charities
<b>Option 2:</b> Select from a list of alternative charities provided by the account advisors. (Include with this form a list, signed and dated, of secondary charities.) If no list is provided, Vanguard Charitable will choose an alternative organization that most closely resembles the original charity.
<b>Option 3:</b> Distribute the grant to Vanguard Charitable's Philanthropic Impact Fund.

## Organization B

*Specify the percentage to be granted to this charity*

### Charity Information

*Grants are made payable to charity's legal name, which may differ from its common name. Please ensure that your selection is an eligible charity.*

Charity legal name		EIN <i>if available</i>
Street address or P.O. box number		
City	State	Zip

### Charity Contact

Primary contact <i>if available, first and last name</i>	
Primary contact title	
Preferred phone	Email address

**Grant Purpose** (Area of most need will be used if section left blank.)

Area of most need (unrestricted)
Custom Purpose Enter a description of the project in the box below.

3 Required Signatures

By signing below, I confirm that the succession plan indicated in Section 2 represents my wishes for the administration of the account when all current account advisors are no longer willing or able to serve. I understand Vanguard Charitable remains the sole owner of and has full discretion over the account. I acknowledge that I have read and agree to abide by the terms and conditions set forth in Vanguard Charitable's *Policies & Guidelines*.

In addition, I certify on behalf of all authorized parties on this account that:

- No individual(s) will receive any impermissible benefit in connection with a grant. This includes, but is not limited to, tickets or admission to events, museums or sporting events, goods at charitable auctions, dues, and tuition. This also includes goods or services that, if rendered or received in exchange for a donation, would reduce the donor's charitable deduction.
- No individual(s) will claim a charitable deduction for grants made by Vanguard Charitable, even if the recipient charity sends a receipt.
- A grant will not fulfill a legally binding pledge. A pledge is a promise to make a gift. If you are not sure if you have a legally binding commitment in place, please contact Vanguard Charitable.
- A grant will not support a scholarship where any donor, account advisor, or interested party on this Vanguard Charitable account has a role in selecting the recipient(s) of the scholarship, or where any donor, account advisor, or interested party on the account or anyone related to any such donor, account advisor, or interested party is an eligible recipient. I understand that all grants to support a scholarship are subject to the control and discretion of the recipient organization.
- A grant will not support a specific mission, missionary project, or named missionary who is related to me or any other donor, account advisor, or interested party to this account. I understand that all grants to support a specific mission, missionary project, or named missionary are subject to the control and discretion of the recipient organization.
- If a grant is for a supporting organization, neither I nor any other authorized parties on the account, nor any parties related to me, or to any other authorized parties on the account, directly or indirectly control any supported organization of the recommended grant recipient.
- If contacts made to successor advisors listed to inherit existing account or a new account are not successful within a 12 (twelve) month period, the available funds will be allocated to other Succession Plan Options selected. If no other options are selected, the available funds will be allocated to the Philanthropic Impact Fund.
- If Succession Plan Option 4 (Endowed Grant Plan) is selected but no form is received by the time of enactment of this Succession Plan, all available funds will be allocated to other Options selected, evenly. If no other selections are made, the full account balance will be allocated to the Philanthropic Impact Fund.
- I understand that it is my responsibility as the Account Advisor to provide accurate contact information for the successor advisors of this account to ensure my philanthropic goals persist for the duration the account(s) are active.

Name <i>first, middle initial, last</i>	
Signature of owner/trustee/officer A  X	Date <i>mm-dd-yyyy</i>

### Return information

Return this form and required documentation to Vanguard Charitable. If the document has a Signature guarantee or Medallion signature guarantee, it must be mailed.

Email:

Fax:

Mail:

Registered, certified or overnight mail:

donorservice@vanguardcharitable.org  
*We recommend encrypting the form and sharing the password with us.*

866-485-9414

P.O. Box 9509  
Warwick, RI 02889-9509

2670 Warwick Avenue,  
Warwick, RI 02889-9509