

## PORT TOWNSEND PUBLIC LIBRARY LEGACY SOCIETY LEGACY (PLANNED) GIVING

*Regardless of whether your wealth is great, modest, or somewhere in between, a very significant way to contribute to the future of the Port Townsend Public Library, to the quality of life and learning that it has fostered in our entire community over the past 100 years, and for both now and in the years to come, is through legacy giving, also known as planned giving.*

*Legacy giving not only strengthens our Library and our community --- it also can provide you, the donor, with tax advantages, and ensures that your generosity will be remembered and will serve as an inspiration to others by your example as a member of our Port Townsend Public Library Legacy Society.*

Legacy gifts for the benefit of the Port Townsend Public Library are made to the Port Townsend Public Library Foundation, a 501(c)(3) non-profit organization (Tax ID #943223734). There are many options available for legacy giving. If you already have a will, you may be able to make your gift by having your attorney prepare a “codicil” (a brief written amendment) to your will. Donors who have revocable living trusts may choose to make a future gift to the Port Townsend Public Library Foundation through the equivalent of a bequest --- a charitable distribution provision in the trust instrument. Normally, such an existing trust instrument can easily be amended to include such a provision.

Depending on the option that you choose, you may be able to receive cash payments that supplement your retirement income or provide support for family members and friends.

Some commonly used legacy/planned giving options include Bequests, Charitable Trusts, Transfers from Retirement Plans, and Gifts of Life Insurance:

### **BEQUESTS**

A bequest to the Port Townsend Public Library Foundation is perhaps the easiest way to provide for the Library’s future. A bequest is a gift made in your will, by your estate. It may be a specific dollar amount, a percentage of the estate, or a remainder after other distributions have been made. You may also choose to restrict the bequest to a specific Library purpose or program.

#### *Suggested Forms of Bequests*

The clauses below are provided solely as possible suggestions. Appropriate language tailored specifically to your individual circumstances should be prepared by your attorney in consultation with the Port Townsend Public Library Foundation.

#### *Specific Sum of Money*

“I give to the Port Townsend Public Library Foundation, currently located at 1220 Lawrence Street, Port Townsend, Washington 98368, or its successor organization, the sum of [insert here the exact dollar amount] to be used in such manner as the Board of Directors of said Foundation shall, in its sole discretion, determine.”

#### *Specific Property (such as real estate, stocks, bonds, works of art or other items)*

“I give to the Port Townsend Public Library Foundation, currently located at 1220 Lawrence Street, Port Townsend, Washington 98368, or its successor organization, [insert here a description of the particular property].”

#### *Rest and Residue of Your Estate*

You may specify a bequest amount after paying debts, taxes, expenses, and other bequests. “I

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give to the Port Townsend Public Library Foundation, currently located at 1220 Lawrence Street, Port Townsend, Washington 98368, or its successor organization, all [or a stated percentage] of the rest, residue, and remainder of my estate.”

*Contingent Bequest (for example, if you are not survived by certain individuals)*

“If [name/s of primary beneficiary/ies] do/es not survive me, or shall die within ninety (90) days from the date of my death, or as a result of a common disaster, then I give to the Port Townsend Public Library Foundation, currently located at 1220 Lawrence Street, Port Townsend, Washington 98368, or its successor organization, [insert here the exact dollar amount, description of property, or percentage of residual estate].” (Please note: There are many other types of contingencies that can be addressed as well.)

*Bequests for Restricted Purposes*

If the bequest is for a restricted purpose, use the relevant language above for the form of bequest and designate the particular program or area of activity to be supported. Example: “I give to the Port Townsend Public Library Foundation, currently located at 1220 Lawrence Street, Port Townsend, Washington 98368, or its successor organization, [insert here the exact dollar amount, description of property, or percentage of residual estate], to be used for [state purpose].”

It is recommended that the following paragraph be added if the bequest is for a restricted purpose: “If, in the opinion of the Board of Directors of the Port Townsend Public Library Foundation, it should become impossible, inadvisable, or impractical to use this gift for the specified purpose(s), then the Board may in its discretion use the gift for other purposes, keeping in mind my original wishes. In any such alternative application, the support provided by this bequest shall be clearly identified with my name.”

### **CHARITABLE TRUSTS**

You may also choose to transfer your assets into a trust, which pays income to you, or to other designated beneficiaries, until the trust terminates and the remaining principal is left to the Port Townsend Public Library Foundation, for the benefit of the Library.

### **TRANSFERS FROM RETIREMENT PLANS**

Another method of legacy giving is a contribution of funds in a retirement plan such as an IRA or 401(k). This method typically offers the greatest income tax savings (and perhaps estate tax savings) when you direct that the gift be made from your estate. Withdrawals from retirement accounts are considered “income in respect of a decedent” (“IRD”), income that was not taxed before the decedent’s death. When the funds are withdrawn, the person or entity withdrawing the money must pay income tax on the funds. In addition, the value of the retirement account will be included in the value of the decedent’s estate, which can result in the imposition of income tax and estate tax. With proper planning, the retirement account or a portion of the account can be left to a tax-exempt charity such as the Port Townsend Public Library Foundation, which can withdraw the retirement account without the imposition of income tax, and the estate can take a charitable estate tax deduction for the value of the retirement account left to the Foundation.

### **GIFTS OF LIFE INSURANCE**

Many donors overlook life insurance as a source for charitable giving, yet it can be utilized to increase the impact of your philanthropy. This is done by transferring ownership of a life

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insurance policy to the Port Townsend Public Library Foundation or simply changing the policy's beneficiary designation to the Foundation for some or all of the policy's proceeds. This type of gift is particularly popular with donors who have policies that are no longer needed to provide for their families. It is also an attractive way to give if you want to provide significant support for the Library but you are not presently able to make a large outright donation.

### **CONTACT INFORMATION**

Legacy giving is vital to the future of our Library. When the Port Townsend Public Library Foundation is named in a will or other estate-planning instrument, we always appreciate being informed. When you inform the Port Townsend Public Library Foundation of your gift, you are helping us plan for the years ahead. In addition, you give us an opportunity to express our sincere appreciation, as well as to recognize you as a member of our Port Townsend Public Library Legacy Society. You may specify that your membership in the Legacy Society is to be anonymous; otherwise, the Foundation may publish your name among the members of the Legacy Society in public venues such as the Foundation web site, newsletters, and/or newspaper listings.

**For further information or if you have questions about the proper designation of a bequest, please contact the Library at (360) 385-3181 or [ptlibrary@cityofpt.us](mailto:ptlibrary@cityofpt.us), and your inquiry regarding the Legacy Society will be directed to the Foundation.**

**Please consult your Attorney and/or Financial Planner  
about how best to design your planned gift.**

This information does not constitute legal, financial, tax, or estate planning advice and should not be relied upon as a substitute for such advice. The Port Townsend Public Library Foundation strongly encourages you to consult with your own professional advisors, and welcomes their involvement as you determine how you would like to proceed.

**The Port Townsend Public Library Foundation is a 501(c)(3) organization.  
Contributions may be deductible under Section 170 of the Internal Revenue Code.  
The Port Townsend Public Library Foundation's Tax ID Number is #943223734.**