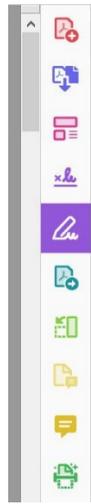


Legacy Gift Confirmation Fill & Sign Instructions

The legacy gift confirmation is a follow-up form to the declaration of commitment or donor record form. This form indicates that legal arrangements have been made for a legacy commitment. Please fill out the fields that will provide additional context regarding your gift and help an organization understand and honor your wishes.

1. Open the Legacy Gift Confirmation PDF document in Adobe Acrobat or Reader.
2. Click the “Fill & Sign” icon (highlighted purple in the image below) in the right pane. Alternatively, you can choose Tools > Fill & Sign.



3. On the first half of page one, you will be asked to indicate which organization(s) you are supporting through a legacy commitment. The form fields are detected automatically. Click on a blue box to mark a check.
4. In the second section on page one, you are able to provide additional information about your legacy gift. The form fields are detected automatically. Click on a blue box to mark a check and click anywhere in a blue text box to begin filling in text.
5. At the top of page two, fill out the form fields with your mailing address, your email address and your phone number. Then fill in one of the two bubbles on page two to indicate whether you would prefer to be recognized or remain anonymous. If you would prefer to be recognized, please indicate how you would like to be listed.
6. In the second section on page two, you may provide contact information for any legal or financial advisors.
7. Print your name(s) and fill in the date.
8. To sign the document, click on the “sign yourself” icon in the top toolbar (highlighted in the image below).

9. A box will come up with the option to “Add Signature” or “Add Initials” – select “Add Signature.
10. Type or draw your signature. Then click on the “apply” button.
11. Your signature should now appear on the document. Drag it to the line above “Signature.”
12. If there are two signatories, repeat this step to add a second signature to the document.
13. Once you have fully filled out and signed the document, click on the “send file by email” icon in the top toolbar (highlighted in the image below). You may either email the document to your contact at one of the organizations you are supporting through a legacy gift or to afink@rcfdenver.org.

