

## **Estate Planning at Settlement**

Since 1908, Settlement Music School has kept its promise to the Philadelphia region of offering high quality music and related arts education to all who seek it, regardless of race, background, or economic circumstances. We are so grateful to be helped in this enduring mission by our dedicated Settlement friends and family. Many have committed to ensuring a lasting legacy by remembering Settlement in their wills and living trusts. We hope you will consider the impact of making a legacy gift to Settlement and include us in your planning.

### **Simple Bequest**

Making a gift in your will can be simple. Working with your attorney, you can add language to your current document or to an entirely new one. You also have options when considering what to give:

- You can give a specific dollar amount, property item, or real estate (please refer to **Settlement's Gift Acceptance Policy**).
- You can give a percentage of your assets.
- You can give all or a portion of what remains after your gifts to family and friends have been made.
- Your gift can be contingent upon special circumstances and events (e.g. if a family member passes before you).

Here are examples to serve as guidelines for your attorney when including a bequest:

- **Specific Cash Gift:** I bequeath to Settlement Music School of Philadelphia, a 501(c)(3) nonprofit organization, Federal Tax ID 23-1352676, with main offices located at 416 Queen Street, Philadelphia, PA 19147 \$\_\_\_\_\_ *for its general purposes (or for a designated purpose).*
- **Specific Property:** I bequeath (description of property, including personal property or real estate) to Settlement Music School of Philadelphia, a 501(c)(3) nonprofit organization, Federal Tax ID 23-1352676, with main offices located at 416 Queen Street, Philadelphia, PA 19147 \_\_\_\_\_% *of the rest, residue and remainder of my estate for \_\_\_\_\_ for its general purposes (or for a designated purpose).*



- **Percentage of Estate:** I bequeath \_\_\_\_\_ percent (%) of my estate to Settlement Music School of Philadelphia, a 501(c)(3) nonprofit organization, Federal Tax ID 23-1352676, with main offices located at 416 Queen Street, Philadelphia, PA 19147 \_\_\_\_\_ % of the rest, residue and remainder of my estate for \_\_\_\_\_ for its general purposes (or for a designated purpose).
- **Residuary Gift:** I bequeath to Settlement Music School of Philadelphia, a 501(c)(3) nonprofit organization, Federal Tax ID 23-1352676, with main offices located at 416 Queen Street, Philadelphia, PA 19147 \_\_\_\_\_ % of the rest, residue and remainder of my estate for \_\_\_\_\_ for its general purposes (or for a designated purpose).
- **Conditional Gift:** If (one or more individuals) does not survive me, I bequeath to Settlement Music School of Philadelphia, a 501(c)(3) nonprofit organization, Federal Tax ID 23-1352676, with main offices located at 416 Queen Street, Philadelphia, PA 19147 the sum of \$ \_\_\_\_\_ for its general purposes (or for a designated purpose).

### Beneficiary Designations

Not everyone wants to commit to making a gift in their wills or estates. Some prefer the increased flexibility that a beneficiary designation provides by using:

- IRAs and retirement plans
- Life insurance policies
- Commercial annuities

Giving this way avoids the time and burden of the probate process. It only takes three simple steps to make this type of gift. Here's how to name Settlement Music School as a beneficiary:

1. Contact your retirement plan administrator, insurance company, bank or financial institution for a change-of-beneficiary form.
2. Decide what percentage (1% to 100%) you would like us to receive and name us, along with the percentage you chose, on the beneficiary form.
3. Return the completed form to your plan administrator, insurance company, bank or financial institution.

You will use the following information to designate Settlement as your beneficiary:

Settlement's Legal Name: Settlement Music School of Philadelphia  
Tax ID: 23-1352676  
Address: 416 Queen Street, Philadelphia, PA 19147  
Phone number: (215) 320-2682

## **Life Insurance**

Like many of us, you may have purchased a life insurance policy many years ago to ensure the financial security of your family. Today, your family circumstances may have changed, and that policy is no longer needed.

If so, we hope you will consider making a gift of that policy to Settlement.

By giving ownership of a life insurance policy, you will be able to claim an immediate tax deduction. The policy is also removed from your estate valuation for tax purposes. Another easy option for giving life insurance is to name Settlement as a primary or contingent beneficiary of your policy.

Regardless of how you decide to give, your life insurance policy can help ensure the future of Settlement Music School in our community for years to come.

### **How to Give**

Please use the following information to transfer ownership of the policy to Settlement or to name us as your beneficiary:

Settlement's Legal Name: Settlement Music School of Philadelphia  
Tax ID: 23-1352676  
Address: 416 Queen Street, Philadelphia, PA 19147  
Phone Number-(215) 320-2682

### **How will my gift be used?**

While donors have the opportunity to designate their gift purpose (to be approved by the Central Board of Trustees if it falls outside general guidelines) we recommend that you consider the following ongoing needs for support at the School:

**Financial Aid:** Settlement Music School's founding principle is to remove all barriers to music study. Annually, the School distributes \$2.6 million in financial aid. Funds to support financial aid are always needed. We appreciate when there are few restrictions placed on the allocation of financial aid, as this allows us the greatest flexibility to serve students where the help is needed the most.

**Building and instrument maintenance:** With five branches, 150+ pianos, expanding needs for technology, and an active instrument loan program, there is a



great need to maintain our facilities and critical equipment for generations of students to come. A gift to support infrastructure will allow us to continue to create the best environments for learning.

**The Fine Print:** All gifts are required to meet the School's Gift Acceptance Policy as stated by Settlement's Board of Trustees ([LINK](#)). Gifts of \$50,000 or less that are otherwise not designated will be used for current operational needs. Gifts that *exceed* that amount will be used in the manner to best serve the School, as determined by the Board of Trustees. Gifts that carry a cost for the School or that are for designated purposes other than general operating support are accepted at the discretion of the Central Board of Trustees

The minimum amount to establish a permanent endowment fund is \$50,000. Gifts of more than \$50,000 may be designated by the donor to the permanently restricted endowment and the purpose must be accepted by the Central Board of Trustees.

Gifts of tangible property, goods or real estate will be accepted on a case-by-case basis. Such gifts must be approved by the Central Board of Trustees and will be credited at Fair Market Value (FMV), as determined by a qualified independent appraiser.