



TLU offices will be closed Dec. 24 through Dec. 31

If you need to contact the Development Office during this time, please call or email **Jena McKinzie** at **(830)372-8155** or **jmckinzie@tlu.edu**. Offices will reopen Monday, Jan. 3, 2022. As 2021 comes to a close, we thank you for your support and remind you of these important dates for calendar year-end giving:

Cash/Check Gifts

The IRS requires evidence that donors relinquished possession of their gifts on or before Thursday, Dec. 31, 2021. If you mail your gift, make sure it is post-marked on or before Dec. 31.

Credit Card Gifts

Credit card gifts must be completed before midnight on Dec. 31.

Go to www.tlu.edu/giving or contact Jena McKinzie directly.

Stock Gifts

Stock gifts must be transmitted electronically to TLU before markets close on Dec. 31. We ask that (if possible) you initiate the transfer no later than Dec. 13, 2021, to ensure the stock transfers properly and you receive credit for the 2021 year.

Thank you for your support.

Have a very Merry Christmas and a Happy New Year.