



**NISS Foundation, Inc.** (North Carolina, public national foundation)

Confidential (RFP) Request For Proposal for a Charitable Installment Bargain Sale (NISS Asset Exchange™)

FAX TO 24 HR PRIVATE *digital* FAX: **703-935-6338** **\*items that are required\***

\* If you are married, please indicate if you want a single calculation for you only, or one that is joint, last to die

\_\_\_\_\_ Single \_\_\_\_\_ Joint (Last to die) \_\_\_\_\_ Relatives \_\_\_\_\_ Business Partners \_\_\_\_\_ Other

SELLER/DONOR: \*FULL NAME: \_\_\_\_\_

\*SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (confidential/to track clients)

\*LEGAL RESIDENCE ADDRESS : \_\_\_\_\_

\*CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

\*BIRTH DATE (MM/DD/YYYY): \_\_\_\_\_ AGE: \_\_\_\_\_

\*HOME PHONE: \_\_\_\_\_ WORK/CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ @ \_\_\_\_\_ *Very helpful for communication*

\*\*\*\*\*

**SPOUSE (JOINT SELLER - IF APPLICABLE)**

FULL NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (confidential/to track clients)

LEGAL RESIDENCE ADDRESS : \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

BIRTH DATE (MM/DD/YYYY): \_\_\_\_\_ AGE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK/CELL PHONE: \_\_\_\_\_



I would also like a proposal/illustration for a **Charitable Gift Annuity & Charitable Remainder Annuity Trust** \_\_\_\_ Yes \_\_\_\_ No  
 What type of asset(s) is being sold? (*CHECK ALL THAT APPLY*)

\_\_\_\_ Real Estate      \_\_\_\_ Investment/Brokerage Account      \_\_\_\_ Business Holdings

How is the Legal Title/ Ownership to the property/asset held? (*CHECK ONE*)

\_\_\_\_ Person(s) Named Herein      \_\_\_\_ Type of Entity (C, S, LLC, L.P.)      \_\_\_\_ Living Trust

If Company or Trust, Name and Type of Trust: \_\_\_\_\_

**NOTE:** If the property being sold is/are shares or assets of a Corporation, a buy/sell agreement will be needed.

If Corporation, is there a **signed** buy-sell agreement or real estate contract in place? (*CIRCLE ONE*)

Yes  No      How many partners/shareholders/owners? \_\_\_\_\_

**NOTE:** If the answer is “Yes”, we will need to speak with you and your Realtor® specifically as to how to amend the contract in place to create a proper Structured [Installment] Sale environment. If the answer is “No”, the ideal transaction/ situation is to prepare the property for the assignment company NISS™ to direct proceeds. NISS™ must be involved prior to the final settlement of the property. An NISS™ Advisor or NISS Pro™ (if you are working with or through other tax or financial counsel) can further assist you on this.

Realtor® Name: \_\_\_\_\_ Realty Co: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Settlement Date: \_\_\_\_\_ Settlement Co: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Settlement Officer/Attorney: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**DEFERRAL INFORMATION:**

If you plan to **DEFER** receipt of payments from the Charitable Installment Bargain Sale (*NISS Asset Exchange™*), please indicate how long you want to defer payments to you? If no deferral desired, mark **IMMEDIATE**.

\_\_\_\_ Years      \_\_\_\_ Months      \_\_\_\_ IMMEDIATE (Starts within 60 days/2 Months)

Indicate the term or period of time you wish NISS™ to **DISTRIBUTE** payments to you.

\_\_\_\_ Years      \_\_\_\_ Months      *\*Remember to take younger spouse into consideration*

Goal as to the amount of money you want or need each month or payment period from the NISS Foundation, Inc.

\$ \_\_\_\_\_ Per Payment Period (i.e. per Month)      \_\_\_\_ Not Sure

At what frequency intervals you would want to receive payments from the NISS Foundation, Inc. as part of the Charitable Installment Bargain Sale (*NISS Asset Exchange™*)? (*CHECK ONE. Typically MONTHLY*)

\_\_\_\_ Monthly      \_\_\_\_ Quarterly      \_\_\_\_ Bi-Annually      \_\_\_\_ Annually

Would you like to have a trust established to receive the balance or remaining payments at your death (or the death of last spouse)? \_\_\_\_ Yes      \_\_\_\_ No      *If yes, we will contact you to determine type of trust desired.*

What is you current FEDERAL TAX Bracket \_\_\_\_\_% (*This helps us determine accurate tax deduction & forgiveness*)



**IF REAL ESTATE\*\* - PROPERTY (MUST ANSWER ALL)**

Real Estate Type (*CHECK ONE*): \_\_\_\_\_ Primary Residence \_\_\_\_\_ 2<sup>nd</sup> Home \_\_\_\_\_ Investment Property  
 \_\_\_\_\_ Raw Land \_\_\_\_\_ Commercial Property

Street Address of Investment Property: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

In what name(s)/manner is the property deeded? \_\_\_\_\_

Percentage to NISS Asset Exchange™ \_\_\_\_\_ % Percentage to 1031 \_\_\_\_\_ % Percentage to Cash \_\_\_\_\_ %

Do you have a current contract or interested buyer to sell these assets to \_\_\_\_\_ Yes \_\_\_\_\_ No

**NOTE:** *If you do have such an agreement it will be imperative that we review this agreement to determine eligibility.*

- How long have you owned this property? \_\_\_\_\_
- Gross Fair Market Value (Contract Sale Price): \$ \_\_\_\_\_
- Appraised Value of the property being sold: \$ \_\_\_\_\_
- Costs Basis (Original Cost + Improvements) \$ ( \_\_\_\_\_ )
- DEBT: Mortgages or Loans on the property \$ ( \_\_\_\_\_ )

**NOTE:** *If the mortgage exceeds the adjusted basis (purchase price, minus depreciation, plus improvements) you will have an immediate taxable gain on the difference between the mortgage amount and the adjusted basis. You may use the NISS™ issued tax deduction to offset.*

- EXACT amount of depreciation recapture \$ ( \_\_\_\_\_ )  
(If not known, consult your CPA for this amount)

**NOTE:** *Depreciation Recapture can not be deferred under IRC Section 453. However, use the NISS™ issued tax deduction will largely help offset this obligation and allow you to net more from your paid installment payments due to the recapture portion not due in the installment payments themselves.*

- Estimated settlement fees, real estate commissions, etc. \$ ( \_\_\_\_\_ )
  - TOTAL Calculated Equity/ Gain \$ \_\_\_\_\_
  - Cash or Percentage you plan to keep out from the sale. \$ ( \_\_\_\_\_ )
  - **TOTAL TO NISS Foundation, Inc.** \$ \_\_\_\_\_  
(Total Deposit = Sale Price – Mortgages or Loans – Realty Fees – Cash you plan to keep)

**NOTE:** Any cash held out during sale will be subject to its pro-rated share of due taxation, and therefore immediately taxable to that proportionate amount.

**If more than one property is being sold, please make a copy of this page and complete all the above information for EACH ADDITIONAL PROPERTY identified.**

NOTES/DETAILS OF TRANSACTION:



**IF AN INVESTMENT ACCOUNT (Include Brokerage Accounts and Stock Options)**

\* Only Non-Qualified (after tax) investments considered. *(If you wish to liquidate an IRA please discuss this with us)*

What name(s) is the investment account in? \_\_\_\_\_

**Please attach the most recent value/account statement to this form if able.**

How long have you owned asset/account? \_\_\_\_\_ Years \_\_\_\_\_ Months

**(ANSWER ALL)**

- Gross Fair Market Value (Actual Account/Market Value): \$ \_\_\_\_\_
- Cost Basis (Original Investment Amount) \$ ( \_\_\_\_\_ )
- DEBT: amount of loans/liens against the asset \$ ( \_\_\_\_\_ )
- Estimated sales fees, commissions, charges, etc. \$ ( \_\_\_\_\_ )
  - TOTAL Calculated Equity/Gain \$ \_\_\_\_\_
  - Cash you plan to keep out from transfer \$ \_\_\_\_\_
  - **TOTAL TO NISS Foundation, Inc.** \$ \_\_\_\_\_
  - (Total Deposit = Account Value – Loans – Fees – Cash you plan to keep from out)

**NOTE:** Any cash held out up-front will be subject to its pro-rate share of gains or income tax as specifically classified, and therefore immediately taxable to that extent.

**IF A BUSINESS (Business Interests/Holdings)**

If the property being sold is a business, check here \_\_\_\_\_ if what you would actually transfer is stock or partnership shares (including stock options) to be received by the Assignment Company, NISS™.

# \_\_\_\_\_ Shares \$ \_\_\_\_\_ Assets \_\_\_\_\_ % Percentage of ownership interest

\* If the exchange property is Proprietorship business assets rather than shares of a partnership or corporation, break the fair market value into the components below. These can be estimated, but the total must equal the net cash received value above in question seven.

BUSINESS TYPE: \_\_\_\_\_ C Corp. \_\_\_\_\_ S Corp. \_\_\_\_\_ LLC \_\_\_\_\_ Limited Partnership \_\_\_\_\_ Sole Proprietor

Sales Price: \$ \_\_\_\_\_ Date of Proposed Sale/Settlement: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Cost Basis Amount: \$ \_\_\_\_\_ Owned since: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Worth of Company: \$ \_\_\_\_\_ Has company been valued/appraised? Y / N  
(if Yes, attach valuation)

Capital Gains Amount: \$ \_\_\_\_\_ If No, who will value? \_\_\_\_\_

Any DEBT or Mortgages: \$ \_\_\_\_\_ Any pending legal action: *(explain on an attached sheet)*

Desired Cash Out if any from sale: \$ \_\_\_\_\_ Any Business Broker Fees: \$ \_\_\_\_\_

**TOTAL TO NISS Foundation, Inc.** \$ \_\_\_\_\_ **NOTE:** Any cash held out up-front will be subject to its pro-rate share of gains or income tax as specifically classified, and therefore immediately taxable to that extent.



**IF A COLLECTABLE** (*Rare assets such as Jewelry, Antiques, Cars, Traded Collectables, and Art*):

What name(s) are these collectables held in? \_\_\_\_\_

**Please attach the most recent value/account statement to this form if able.**

How long have you owned these collectables? \_\_\_\_\_ Years \_\_\_\_\_ Months

Where are these collectables located (Auction House, etc.): \_\_\_\_\_

Do you have a current contract or interested buyer to sell these assets to \_\_\_\_\_ Yes \_\_\_\_\_ No

**(ANSWER ALL)**

- Gross Fair Market Value (Actual Account/Market Value): \$ \_\_\_\_\_
- Cost Basis (Original Investment Amount) \$ (\_\_\_\_\_)
- DEBT: amount of loans/liens against the asset \$ (\_\_\_\_\_)
- Estimated sales fees, commissions, charges, etc. \$ (\_\_\_\_\_)
- TOTAL Calculated Equity/Gain \$ \_\_\_\_\_
- Cash you plan to keep out from transfer \$ \_\_\_\_\_
- **TOTAL TO NISS Foundation, Inc.** \$ \_\_\_\_\_
- (Total Deposit = Account Value – Loans – Fees – Cash you plan to keep from out)

**NOTE:** Any cash held out up-front will be subject to its pro-rate share of gains or income tax as specifically classified, and therefore immediately taxable to that extent.



**\*IMPORTANT: Fill out if submitting on behalf of a prospective client so that the agent/advisor can be notified if we have additional questions. Email address is desired to provide for efficient communication.**

**FINANCIAL ADVISOR/AGENT (this can be you the NISS Pro™)**

Individual Name of agent/advisor: \_\_\_\_\_

Company Name of agent/advisor: \_\_\_\_\_

Email Address of agent/advisor: \_\_\_\_\_

Phone Number of agent/advisor: \_\_\_\_\_

How long have you been dealing with this person/company?: \_\_\_\_\_ Months \_\_\_\_\_ Years

**ACCOUNTANT/CPA**

Individual Name of CPA: \_\_\_\_\_

Company Name of CPA: \_\_\_\_\_

Email Address of CPA: \_\_\_\_\_

Phone Number of CPA: \_\_\_\_\_

How long have you been dealing with this person/company?: \_\_\_\_\_ Months \_\_\_\_\_ Years

**REAL ESTATE AGENT (Or Business Broker if applicable)**

Individual Name of Realtor®: \_\_\_\_\_

Company Name of Realtor®: \_\_\_\_\_

Email Address of Realtor®: \_\_\_\_\_

Phone Number of Realtor®: \_\_\_\_\_

How long have you been dealing with this person/company?: \_\_\_\_\_ Months \_\_\_\_\_ Years

**ATTORNEY**

Individual Name of Attorney: \_\_\_\_\_

Company Name/Law Firm: \_\_\_\_\_

Email Address of Attorney: \_\_\_\_\_

Phone Number of Attorney: \_\_\_\_\_

How long have you been dealing with this person/company?: \_\_\_\_\_ Months \_\_\_\_\_ Years

*The information provided in this submitted proposal shall be kept confidential and not shared with any party outside The NISS Foundation, Inc. (NISS™) and our associated law firm and or the advisor(s) or counsel that have introduced NISS™ to you. This information is purely for the purposes of illustration, education and review. All information provided shall be made precise should the client wish to engage in a Charitable Installment Bargain Sale (known as NISS Asset Exchange™) and properly adjusted for accuracy with the Foundation. Always consult your tax advisor when considering plans that impact your taxable exposure. NISS™ does not provide tax advisement but does provide a legal solution.*