
PROGRAM FEE SCHEDULE

Operating Fees:

Administration Fee - 8% Charged on all incoming funds, incoming donations and payments.

Annual Fee - \$500 Charged to all operating fiscally sponsored charitable programs on an annual basis (includes payment for insurance coverage).

Credit Card Processing Fee - 3% Assessed to all credit card transactions. This fee is assessed by the credit card processor.

Crowdfunding & Registration Processing Fee - 4.25% Assessed on all donation, sponsorship and event registration transactions processed through United Charitable's Crowdfunding & Registration Platform (fee includes the credit card processing fee). This fee will also be assessed on any transactions processed through the Crowdfunding mobile app or mobile swiper. Please note, the 8% administration fee will be charged on the entire transaction amount, even if the Donor decides to cover the 4.25% processing fee.

Grant Administration Fee - 12% Charged on all incoming grants that are \$5,000 or more (an 8% Administration Fee will be charged for any incoming grants less than \$5,000).

Non-Cash Gift Fee - \$30 Charged on most non-cash gifts, additional fees may apply depending on type of gift.

Special Handling and Other Fees:

Background Check Fee - \$17 Charged on all background checks performed by United Charitable through IntelliSearch.

Submission Fee - \$50 Charged on all incoming Disbursement Requests that are not submitted electronically (by email or fax). The fee covers the cost of staff time to convert the mailed submission into an electronic document.

Closure/Transfer Fee - 2% of assets [\$75 minimum fee] assessed when United Charitable transfers assets from a closing program to another 501(c)(3) organization. This includes funds transferred to a charity affiliated with the program manager.

Domestic Bank Wire Fee - \$25 Fee to wire funds to US banks.

Expedited Processing Fee - \$15 Charged to process disbursement request in 1-3 business days and indicated on form \$15 Fee charged per payee.

Federal Express Delivery Fee - The actual fee varies, depending on delivery time requested and destination. Also applies to other forms of delivery (UPS, DHL, etc).

International Bank Wire Fee - \$50 Fee to wire funds to banks outside of the US.

Priority Mail Fee - \$6.70 This is the charge for USPS priority mail, without guarantee of delivery. However the delivery time is usually 2-4 days.

Inter-Account Transfer Fee - \$10 Fee charged when transferring funds from one United Charitable account to another United Charitable account

Mobile Credit Card Swiper Rental Fee - \$25 Fee to be charged to rent United Charitable's mobile credit card swiper for events or fundraisers.

Registered Mail Fee - This fee is dependent on the rate charged by USPS as well as the type of service requested [e.g., signature required, insurance, etc.].

New Certificate Fee - \$10 Fee to be charged to have a new certificate printed and mailed to program.

Research Fee - \$25 Charged when extensive copies of records or research of historical account information is requested.

Banking Fees:

Credit Card Dispute Fee - \$25 Charged when the cardholder disputes a donation or payment with their credit card company.

Error Donation Fee - \$25 To refund donations made in error.

International Check Fee - \$35 This fee is charged by the bank to process incoming checks issued from banks outside of the US.

Payment Refund Fee - \$25 To refund a payment.

Returned Contribution Fee - \$25 This fee is charged by the bank on checks returned by the donor's bank [e.g., for insufficient funds, closed account, etc.]

Stop Payment Fee - \$25 This fee is charged by the bank to stop payment on checks.

Payroll Fees:

These fees apply to programs that pay employees through payroll. A fee of \$15 is charged for each of the first 3 payroll checks, and \$5 for each additional payroll check issued. Additionally, there is a \$25 fee for processing any wage garnishment. For more information regarding payroll and our policies, please contact Stacy Summitt at [571] 620-3004.

Investment Program Fees:

This fee applies only to programs which participate in United Charitable's Investment Program and maintain a balance of \$25,000 or more.

Fund Balance	Fee
\$25,000 to \$500,000	1%
\$500,001 to \$1,500,000	0.85%
\$1,500,001 to \$3,000,000	0.6%
> \$3,000,000	0.45%

For more information about investing United Charitable program funds, please see our Investment Policy or contact Julia Healey at [571] 620-3003.

Extraordinary Services Fees

Some services may be required beyond the sponsorship services outlined above. These can result in additional charges, as follows. United Charitable reserves the right to assess these fees as we determine necessary. To the extent reasonably possible, United Charitable will disclose such extraordinary costs to the program in advance of proceeding with the fulfillment of these requests, which require work that is above and beyond our normal services.

- Cost of insurance related to program activities beyond the scope of the United Charitable's General Liability Insurance and Errors & Omissions Insurance policies.
- Extraordinary administrative services due to non-compliance or other demanding circumstances. Such services will be charged at the prevailing rate.
- Extraordinary legal services due to non-compliance or other demanding circumstances. Such services will be charged at the prevailing rate.
- Extraordinary accounting services due to non-compliance or other demanding circumstances. Such services will be charged at the prevailing rate.
- Special circumstances may arise where other fees may apply. Please contact us if you have questions at [571] 620-3000. All fees are subject to change without notice.