



Check Processing Requirements for Abilene Gives 2019

ADDRESSING CHECKS: Checks from donors for Abilene Gives must be made out to the Community Foundation of Abilene and must have “Abilene Gives” along with the name of the benefiting organization in the memo. Example:

MEMO: *Abilene Gives - Jean's Armadark Rescue*

DUE DATE: Please drop off checks along with the completed form below to the Community Foundation of Abilene at 850 N. 1st Street **by no later than 5 PM May 1, 2018**. Checks WILL NOT be accepted after 5 PM on May 1.

MULTIPLE CHECKS: If an organization receives multiple checks, we recommend the checks be submitted together, with the information for each check compiled in the same form.

PRIZE ELIGIBILITY: Gifts made by check will count towards an agency’s total, thus they will count towards the amount of amplification dollars an agency will receive. However, gifts by check will *not* be considered when determining prizes.

RECEIPTS: Offline gifts (including cash or checks) will only be receipted by the Community Foundation of Abilene if they exceed \$250 and all donor contact information is provided (per IRS Publication 1771 guidelines).

QUESTIONS? If you have any questions, please contact CFA staff at (325) 676-3883 or mparrish@cfabilene.org.

Thank you for participating in Abilene Gives!

