

Deposit Transmittal Instructions

Alliance Account & Number: Your school or organization name and AFE assigned account number.

Checks/Cash/Credit Cards: Indicate whether the items being deposited are checks, cash or credit cards. A *separate form* is required for checks, cash, credit cards or pledges. **Please do not combine different methods of payment on the same form as we have to separate for processing.**

Person to contact with questions regarding this transmittal:

List the name, telephone and email of the person who we can contact if there are questions about the form information.

Date: List the date you are submitting the form.

Total Amount:

The total of checks, cash, credit cards **or** total pledges included with this form. A *separate form* is required for checks, cash, credit cards or pledges. **Please do not combine different methods of payment on the same form as we have to separate for processing.**

Completing the rest of the form:

If the transmittal consists of donations only (no goods or services received by donor), check the first box. If the receipts are for the purchase of T-Shirts, event tickets, auction items, etc., check the second box.

List the donors and indicate tax deductible amounts for each gift and whether acknowledgment letters should be sent (Y/N).

If all the gifts are the same type (for example: If for each donor, Tax Deductible Amount = 0, No Letter needs to be sent, Description = T-shirts), you do not need to list each donor separately, just complete the first line without a name, using the total deposit for the Gift Amount and we can get names/address from the checks or credit card slips attached to the form.

Examples:

A batch of checks for T-shirt purchases the form coding would read:

Name	Gift Amount	Tax Deductible Amount	Letter (Y/N)	Reference/Purpose (i.e. T-shirts, Auction Sales etc.)
Blank	Total Deposit	0	N	T-shirts

A batch of contributions would read:

Name	Gift Amount	Tax Deductible Amount	Letter (Y/N)	Reference/Purpose (i.e. T-shirts, Auction Sales etc.)
Blank	Total Deposit	All	Y	Source of funds (annual campaign, etc)

If the tax-deductible amount is variable, such as tickets purchased in quantities of 1, 2 or more, each individual receipt must be logged. Alternatively, you may write the tax deductible amount on each check in the format of *TD=tax deduction amount* immediately above the check number.

Send or deliver to: Alliance for Education, 509 Olive Way, Ste 500; Seattle, WA 98101.

DO NOT MAIL CASH.