



DONATION PROCESSING INSTRUCTIONS

In order to effectively process your contributions and to ensure accurate and timely postings to your account, it is important that you closely follow the instructions outlined below.

Please instruct your contributors to forward all donations to you. Do not have your contributors send donations directly to the Tug McGraw Foundation.

Handling Contributions:

1. For Cash Contributions: **DO NOT SEND CASH!** Convert cash contributions and foreign currency into a check or money order payable to the Tug McGraw Foundation. Complete the Cash Donation Information Form for all cash contributions to ensure proper acknowledgement of gift. The Tug McGraw Foundation will not be liable for any lost or stolen cash donations.
2. For Check Contributions: Simply batch and enclose. [NOTE: If there is no address on the check, use the Cash Donation Form to indicate the name and address of the donor to ensure proper acknowledgement of the gift.]

Do not staple or tape checks to donor forms.

Do not send postdated checks – hold these in your possession until the check date is valid.

Do not send checks dated over six months old – these checks will not be accepted and will be returned. It is important to send your donations in a timely manner.

For Credit Card Contributions: Complete the Credit Card Donation Information Form for all credit card contributions. Be very careful to be accurate and complete when copying the credit card information (account number, expiration date, \$ amount), as errors will result in an unapproved credit card transaction.

For Matching Gift Contributions: Make a copy of the donation, attach it to the match form and send it along with the applicable donation directly to the Tug McGraw Foundation for processing.

Forwarding Contributions to the Tug McGraw Foundation:

1. Accumulate your contributions and periodically send them to the Tug McGraw Foundation. Be sure to use sufficient postage.

Attn: Andrea Butler
Tug McGraw Foundation
1303 Jefferson Street, Suite 100B
Napa, CA 94559



2. Maintain a listing of your contributors until you receive your statement, in order to verify that all of your contributions have been properly posted to your account. We suggest you keep copies of your checks, money orders, etc. for your records.
3. Please review checks to ensure they are signed and dated.
4. **VERY IMPORTANT:** To ensure timeliness and accuracy, please use only the Cash and Credit Card Donor Forms attached to submit your donations to the Tug McGraw Foundation. Do not send any listings, donor cards, donor letters, etc. to the Tug McGraw Foundation. These items are not necessary and add to your mailing costs. Keep these on file for your own records.

CREDIT CARD DONATION INFORMATION

Participant Name: _____

Donor Name: _____	Phone #: _____	
Donor Address: _____		
_____	Zip Code: _____	Amount \$: _____
Card #: _____	Exp. Date: _____	CCV Code*: _____

Donor Name: _____	Phone #: _____	
Donor Address: _____		
_____	Zip Code: _____	Amount \$: _____
Card #: _____	Exp. Date: _____	CCV Code*: _____

Make additional copies of this sheet as needed – copy completed forms for your files.

**CCV Code: For VISA, MasterCard and Discover, the CCV Code is the last 3 digits on the Signature Panel on the back of the card. For American Express, look for a 4-digit number printed above your account number on the face of the card.*



CASH DONATION INFORMATION

For cash donations, please convert the cash donation and any foreign currency into a check or money order. Complete the form below to ensure proper acknowledgement of the gift.

Participant Name: _____

Donor Name: _____	Amount: \$ _____
Donor Address: _____	
_____	Zip Code: _____
Donor Phone #: _____	Check/money order #: _____

Donor Name: _____	Amount: \$ _____
Donor Address: _____	
_____	Zip Code: _____
Donor Phone #: _____	Check/money order #: _____

Make additional copies of this sheet as needed – copy completed forms for your files.