

Complete as much as you can and fax to (612) 677-3502

YOUR PEOPLE

NOTIFY OF
DONATIONS
BY EMAIL

Director
Name

Director
Email

Y / N

Bookkeep
Name

Bookkeeper
Email

Y / N

Web Person
Name

Web Person
Email

Y / N

CREDIT CARD ACCOUNT

We use this to process credit card donations

Contact for
Credit Cards

Contact
Phone

YOUR ORGANIZATION

Non-Profit
Name

Street
Address

City, State
ZIP

Phone
Number

501
Number

Website
Address

GATEWAY ACCOUNT

This is how we get your charity name on the donor's bill

Auth.net
Login ID

Auth.net
Trans Key

BROKERAGE ACCOUNT (for donations of stock)

Broker Firm
Name

Account
Number

Street
Address

DTC
Number

City, State
ZIP

Code
Number

The signature below will appear on the tax letter provided to donors. For best results sign LARGE and with a wide tipped marker like a "Sharpie". By signing you are also agreeing to the terms and conditions shown at www.charitybox.com/terms.