



PROGRAM DONATION & DEPOSIT FORM

Please fill out this form completely when sending deposits of donations or payments to United Charitable for your program. Be sure to include a telephone number where you can be reached if we have any questions. Do not endorse any checks to your program. Checks can be made payable directly to the name of your program or to United Charitable with your program name on the memo line. Please make sure to distinguish between payments and donations. Type or print clearly.

1. **Program Name:** _____ **Account #:** _____

2. **Donation & Payment Type** (Please select from below)

- General Donation/Gift
- Program Service Revenue
- Event Revenue (Name of Event: _____ Date of Event: _____)
- Government Grant
- Grant Other

3. **Donations/Payments:** Deposits may contain both donations and payments in one check. When the donor receives something of value in return for their donation, the Fair Market Value (FMV) of the item is considered a payment and is not tax-deductible. The difference between the amount pay and the FMV of the item is the donation amount, which is tax-deductible. For deposits larger than five checks, please attach an additional spreadsheet.

| <i>Check #</i> | <i>Name of Donor/Payee</i> | <i>Donation Amt.</i> | <i>Payment Amt.</i> | <i>Check Amt.</i> |
|----------------|----------------------------|----------------------|---------------------|-------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| | | | TOTAL | \$ _____ |

4. **Program Manager’s Attestation:** Neither you nor any of your family members – or any entity in which you (or your family) own 35% or more interest may donate to your program at United Charitable. This is a strictly enforced IRS guideline. All donations and payments made to our programs are under the full legal authority of United Charitable.

Signature: _____ **Date:** _____ **Phone #:** _____

Print Name: _____ **Email:** _____

Please mail all deposits to
United Charitable
P.O. Box 715969
Philadelphia, PA 19171-5969