



Check & Cash Processing Requirements for Abilene Gives 2021

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 Aardvark Rescue*

DUE DATE: Please drop off checks and cash donations along with the completed form (second page) to the Community Foundation of Abilene at 850 N. 1st Street **beginning April 27, 2021 and by no later than 5 PM May 4, 2021**. The form only needs to be filled out for check donations, not cash, unless a cash donor wants to receive a receipt.

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 or cash will count towards an agency's total, thus they will contribute towards the amplification dollars an agency will receive. However, gifts by check or cash 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!

