



PERFORMANCE, **BOLDLY** REDEFINED

Donation Request Form

GENERAL INFORMATION

This form should be completed electronically and printed. This form cannot be submitted online. Requests should be submitted at least 4-6 weeks in advance of an event to allow time for review. Retay Credit Memo's may be issued in lieu of monetary or in-kind requests. Due to the large number of requests, RETAY USA is unable to guarantee response to all donation requests.

Today's Date: _____

ORGANIZATION INFORMATION

Name of Organization _____ EIN/Tax ID # _____ 501(c)(3) Status (since) _____

Mailing Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Organization Website _____ Contact E-mail Address _____

Name of Contact _____ Title or Relationship to Organization _____ Contact's Telephone Number (if different) _____

Has the organization received support from RETAY? _____ When? _____ Amount: _____

PROGRAM INFORMATION

Program or Event Name _____

Purpose of Support _____

How will the funds raised for the program be used? _____

How will a RETAY donation assist your program? _____

Area/Community the program will serve _____ Estimated number of people served _____ Date of program/event _____

Signature of Applicant _____

By signing this form, I verify that I am an authorized agent of the requesting nonprofit and this organization qualifies for tax-deductible contributions as defined by the Internal Revenue Service and is in full compliance with the USA Patriot Act.

Please email your completed form to H_Carrell@teamretay.com. Forms that are not signed will not be processed.

Date Received:	Donation:	Notes:	Fiscal Year:
Status:			
Authorized By:			