



## Raiser's Edge Deposit Form

### Instructions

Please complete one Deposit Form per transaction. If you have any questions, please call Gift Processing at 284-4000.

### Deposit Information

- 100% Tax Deductible Gift** - Defined as a Voluntary Transfer of money or property of value made by a donor without expectation or receipt of an economic benefit commensurate with the money or property transferred and to which no commitment of resources or services has been made.
- Partial Tax Deductible Gift (Quid Pro Quo Gift)** - Defined as a contribution that includes both a tax deductible gift and a payment for goods or services (benefit) received by the donor.

#### Description of Event and/or Benefit(s)

These type of Gifts must receive prior written approval from the WVU Foundation Gift Processing Department. Please refer to the Special Event Checklist and Calculation Sheet for further information and/or instruction.

- WVUF Fund Number \_\_\_\_\_  New Fund Request Submitted to WVUF on (Date) \_\_\_\_\_
- WVUF Fund Name \_\_\_\_\_  WVUF Appeal Code \_\_\_\_\_
- This is installment # \_\_\_ on an existing Pledge  This is the first installment on a new Pledge

### Donor Receipt Info

- Cash Total \$ \_\_\_\_\_ (-)Benefits Received Total \$ \_\_\_\_\_ (=)Tax Deductible Total \$ \_\_\_\_\_  
Donor's Name \_\_\_\_\_ Constituent ID \_\_\_\_\_  
Donor's Address \_\_\_\_\_

- Check Total \$ \_\_\_\_\_ (-)Benefits Received Total \$ \_\_\_\_\_ (=)Tax Deductible Total \$ \_\_\_\_\_  
*Please staple check only to the front top left hand corner of this sheet. Any additional documentation, including the envelope, should be included on the back of the form.*

- Credit Card Total \$ \_\_\_\_\_ (-)Benefits Received Total \$ \_\_\_\_\_ (=)Tax Deductible Total \$ \_\_\_\_\_  
*Please staple the completed Credit Card Information Form to the back of this Form along with the envelope and any documentation.*

### Special Handling Requests

- This Gift is made In Memory Of: \_\_\_\_\_  
**Full Name is required- First name and last name**  
Name and Address of Family to be notified: \_\_\_\_\_
- This Gift is made In Honor Of: \_\_\_\_\_  
Address: \_\_\_\_\_
- A Matching Gift Form is attached. Name of Matching Gift Company: \_\_\_\_\_
- This gift is being place in a Pending Fund temporarily for the benefit of: \_\_\_\_\_
- Other Instruction: \_\_\_\_\_

This Deposit has been prepared by : \_\_\_\_\_ Date \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### West Virginia University Foundation, Inc.

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