



### **How to Transfer Branch Donations to the UNWLA Office**

Please follow this procedure when transferring funds from a UNWLA Branch to the UNWLA National Office:

- Send only **one (1)** check from the Branch with the total amount;
- Clearly indicate the purpose of the funds;
- Ensure that the Branch sends a donation thank you/tax receipt letters **to each donor**.

### **Individual UNWLA Members Who Donate Directly to UNWLA National** (via a check to the Office, PayPal, or Facebook)

When an individual UNWLA donates directly to UNWLA National initiatives, please note:

- Donations will be listed as **individual donations** (i.e. these donations will not be listed or considered a part of Branch donations) regardless of the manner of donation;
- We are unable to send notifications to third parties (i.e. "Please notify (person) that a donation has been made in their name...").

*The UNWLA is a registered 501©3, EIN number 23-640461*