



## Collection Donations

For your protection against charges of fraud and misrepresentation, the preferred method of accepting donations on the Fund's behalf is by personal or company check made out to: **Twin Towers Orphan Fund**. This ensures that no one can cash or deposit the checks but the Fund and gives each donor a cancelled check with our banking information on it as well as providing them a receipt for tax purposes. If the donor wishes a tax receipt, please have them complete the **Donation by Check form** and attach the form to the check.

You must also clearly state on any materials, flyers, tickets, menus, post cards, posters, programs and so on, exactly how much of any fee, price, charge, sale or other device of that cost or donation is going to the fund. For example, if you're a business and your are offering to donate 25 percent of each item sold, that must be clearly stated to all customers with whom you are doing such business.

**If you are collecting cash**, we recommend you obtain a U.S. Postal Money Order payable to the Twin Towers Orphan Fund as quickly as possible. This gives you a receipt showing where the money went as well as proof as to how much was actually sent to the Fund. No receipts, except where an authorized fund representation is on hand, will be issued for cash donors. **Do not issue receipts for cash donations unless you are specifically authorized in advance in writing from the executive director of the charity – this is very important. Doing so could subject you to criminal and civil liability.**

**If you are a business** and are offering a percentage of receipts from sales of merchandise, services or attendance at an event, we recommend you send a check for the amount promised, along with a letter detailing the total amounts of sales and percentages to the fund. We recommend for ease of bookkeeping you merely mark down/discount merchandise XX percent, and then accept a check made out to Twin Towers Orphan Fund and send it directly to the fund. If the donor wishes a tax receipt, please have them complete the **Donation by Check form** and attach the form to the check.

**If you are a government agency**, i.e. school or municipal fund drive, a registered charity or charitable foundation, or if you require a purchase order/invoice, please contact David Mills at (661) 633-9133 for further instructions.

We do not recommend accepting credit cards for donations to the Twin Towers Orphan Fund. Please call us if you intend to do so as there are special requirements.