

# Muscular Dystrophy Association, Inc.

## Fill the Boot and Fire Fighter Fundraising Deposit Instructions

Thank you for support MDA with your fundraising efforts. Please be sure to alert your **MDA Staff Rep that a deposit is on the way and that all deposit forms include your department information!**

**In advance of your fundraising date:**

- Contact MDA Staff Rep
- Share the date and activity you are hosting
- Request a supply of bank bags if needed from your MDA Staff Rep

To expedite the impact your fundraising will have on our mission, we encourage the following deposit options:

**1. Transfer from your business account directly to MDA via ACH/Wire Transfer.**

Account number:	<b>457006977133</b>
Active ACH Blocks/Filters on file:	<b>YES</b>
Routing number ACH/EFT:	<b>122101706</b>
Routing number DOM. Wires:	<b>026009593</b>
SWIFT Code INTL Wires:	<b>BOFAUS3N</b>
Account Name:	<b>Muscular Dystrophy Association Inc</b>
Account Address:	<b>161 N Clark St., Ste. 3550, Chicago, IL 60601-3333</b>

**2. Mail check to our National office and send a picture of the check to your MDA Staff Rep. Please make sure your local name and/or department name is on the memo line of the check and the envelope!**

Muscular Dystrophy Association, Inc  
PO Box 7410354  
Chicago, IL 60674-0354

**3. Deposit cash directly into one of MDA's bank accounts:**

Bank of America	457006977133
Wells Fargo	4121830244
Fifth Third	7025693388
Regions Bank	109356150
First Hawaiian Bank	65032783
First Bank of PR	109217526

### **On the day of the event/collection:**

There are multiple ways to handle your collected funds! Always be sure to have 2 trusted Fire Fighters counting/handling the funds and know your MDA Staff contact information in case you have questions!

### **Example Situation 1: Funds are collected and DEPOSITED in YOUR departments bank or credit union**

1. Take all cash and coin to your department/local bank or credit union
  - a. Deposit funds in your departments account
2. Once the funds are deposited you can
  - a. Transfer funds electronically to MDA (See Step 1)
  - b. Process donation online via your Departments Fundraising Page
  - c. Cut a check and sent to MDA (see Step 2)
  - d. Deposit in MDA bank account (see Step 3)

### **Example Situation 2: Funds are collected and TAKEN to YOUR local bank or credit union**

1. Take all cash and coin to your department/local bank or credit union
2. Tell the cashier the funds need to be converted to a cashier's check
  - a. The cashier's check should be made out to MDA
3. Once the cashier's check is obtained you can:
  - a. Send to MDA (See Step 2)
  - b. Deposit in MDA bank account (see Step 3)

### **Example Situation 3: Funds are collected and taken to an MDA Bank (See Step 3 for Bank options) Please note that not all banks accept coin – please call the bank ahead of time to verify**

1. Separate all cash, checks, and coin
  - a. Notify MDA Staff beforehand if you need bank bags to sort your funds
    - i. It is NOT expected that coins be counted BUT they have to be put in a deposit bag with a deposit slip that has your department information listed.
      1. MDA will notify you of the coin total once processed (2-3 weeks)
2. Once at the bank, notify the teller you are depositing funds to a nonprofit account (See Step 3 for account information)
3. The teller will provide you with deposit slips
  - a. You will fill out a separate deposit slip for each form of currency (Cash, Check, Coin)
  - b. EVERY deposit slip needs to have your department information on it**
  - c. EVERY deposit slip should be initialed, and a picture taken**
4. Notify your MDA Staff Rep that a deposit was made at an MDA Bank and send pictures of deposit slip(s).