

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

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).