



Pass-Through Check Services Provided

Pass-through check services ensure that your donations:

- ✓ Pass directly through the Community Foundation immediately to assist with a special charitable project, fundraiser, or event. (Note: No distribution will be made that may in the judgment of the Community Foundation jeopardize or be inconsistent with the Community Foundation’s Code section 501(c)(3) status or result in the imposition of any excise tax, penalty, or other tax, fine, or assessment under the Code.)
- ✓ Gift processing, including tax-deductible receipt mailed to donor

Pass-Through Check Fees

- ✓ Processing Fee – \$100 per check passed-through the Foundation.
- ✓ Out-of-pocket expenses incurred relevant to the administration of any check processing will be deducted from the distribution.
- ✓ If unusual services are requested and rendered, the Foundation will process a mutually agreed upon fee.

I (We) have read and understand the pass-through check fee schedule:

Group Name

Signature

Date

Signature

Date