

 416 Sid Snyder Avenue SW

 PO Box 40250

 Olympia, WA 98504-0250

(360) 902-4162

cfd@sos.wa.gov

[www.give.wa.gov](http://www.give.wa.gov)

**Fundraiser Transfer Form**

Please complete the form below to transfer cash, check and credit card fundraiser dollars to the CFD.

* Hold ALL fundraiser donations in your agency CFD account until the end of your campaign or quarterly.
* Obtain the JV, IAP batch or check number and amount transferred from your agency fiscal contact.
* Log into your Campaign Leader profile and log your fundraiser(s) into the CFD online system. The
* Fundraiser total must match the amount your fiscal office reports for your fundraiser(s).
* Transfer all money, log your fundraiser, and submit this form on or before the December 8, 2023 deadline.
	+ For fundraisers held outside the annual campaign, complete this step by the first Friday in March, June and September 2023.

**1. Select your transfer method:**

 JV Transfer – Obtain a JV number from your fiscal office to complete this form.

 IAP Transfer – Use SWV #0006745-17 for the IAP transfer and obtain the transfer number from your fiscal office to
 complete this form.

 Check Transfer – Paper clip the check to this form and complete the fields below.

 Credit Card Transfer – Write “Credit Card” in the “IAP/Batch/JV/Check Number” field below to complete this form.

**2. Please complete the fields below:**

|  |  |
| --- | --- |
| Agency/Institution Name:Type Here | Date:Type Here |
| Campaign Leader Name:Type Here | Phone Number:xxx-xxx-xxxx | Email:Type Here |
| Agency Fiscal Contact Name:Type Here | Phone Number:xxx-xxx-xxxx | Email:Type Here |
| Fundraiser Name:Type Here |
| Total Amount Transferred: $ Type Here | IAP/Batch/JV/Check Number:Type Here |

**3. Submit fundraiser documents to the CFD office using a method below:**

* **Mail:** Combined Fund Drive - PO Box 40250, Olympia, WA 98504-0250

OR

* **E-mail:** cfd@sos.wa.gov

Fundraisers held outside of the annual campaign must be reported quarterly.