

DEPOSIT FORM
Fiscal Sponsorship Program - Artists' Projects
 Complete sections 1-6. Please type or print legibly.

1 **Project Director:** _____
Project: _____
Address: _____
City _____ **State** _____ **Zip** _____
Contact (if different than above): _____
Phone or email: _____

Date Received
Project Code

2 **Deposit Instructions**

- ⚠ **All checks must be payable to ArteEast**
- ⚠ **For contributions of \$2,500 or more, a donor letter must be attached.** (See ArteEast's website for a sample contribution letter.)
- ⚠ **All government and foundation checks** must be accompanied by an award letter.
- ⚠ Transactions will not be processed if any information is missing or incomplete.

Please deposit the attached _____ **check(s) totalling \$** _____

Number Amount

3 Please fill in the information below by providing the number of checks and amount for deposit in each category.

Code	Contribution Type	# of Checks	Amount	Notes
640	Individual		\$	
620	Corporate		\$	
600	Foundation/Trust		\$	
	Other Public Grants		\$	
	Government Grants		\$	

4 **Please check here if this deposit includes income from benefit ticket sales** ⚠

- ⚠ Please see reverse (pg. 2) for instructions.
- ⚠ **For benefits, auctions, and raffles**, please contact ArteEast staff as there are specific tax consequences that must be discussed **before** holding such an event.

5 _____
Project Director Signature **Date**

6 List donor information for all checks on reverse (pg. 2).

For ArteEast Use Only	
Finance Officer:	Date:
Program Officer:	Date:

6 Acknowledgement Instructions

(cont.) ¶ You must provide the information below so that ArteEast can acknowledge tax-deductible contributions.

¶ **If a check is split between a tax-deductible contribution and earned income**, please fill in the appropriate amounts. Example: a donor purchases a \$250 benefit ticket and receives \$20 in refreshments. The Total Amount is \$250, the Earned Income is \$20, and the Tax-Deductible portion is \$230.

¶ **ArteEast will acknowledge only the tax-deductible portion.** ArteEast will provide written acknowledgement only for checks totaling \$250 or greater. According to IRS regulations, contributions of less than \$250 can be supported by a cancelled check. Even if the contribution is less than \$250, you must list the check below so that ArteEast can keep accurate records.

¶ If you are depositing more than 11 checks at the same time, submit a list of additional donor information on a separate page, making sure that it contains the same information required below.

Donor Information	Total Amount –	Earned Income	= Tax-Deductible
Name _____ Address _____ City _____ State _____ Zip _____	\$ _____	\$ _____	\$ _____
Name _____ Address _____ City _____ State _____ Zip _____	\$ _____	\$ _____	\$ _____
Name _____ Address _____ City _____ State _____ Zip _____	\$ _____	\$ _____	\$ _____
Name _____ Address _____ City _____ State _____ Zip _____	\$ _____	\$ _____	\$ _____
Name _____ Address _____ City _____ State _____ Zip _____	\$ _____	\$ _____	\$ _____
Name _____ Address _____ City _____ State _____ Zip _____	\$ _____	\$ _____	\$ _____
Name _____ Address _____ City _____ State _____ Zip _____	\$ _____	\$ _____	\$ _____
Name _____ Address _____ City _____ State _____ Zip _____	\$ _____	\$ _____	\$ _____
Name _____ Address _____ City _____ State _____ Zip _____	\$ _____	\$ _____	\$ _____
Name _____ Address _____ City _____ State _____ Zip _____	\$ _____	\$ _____	\$ _____
Name _____ Address _____ City _____ State _____ Zip _____	\$ _____	\$ _____	\$ _____
Name _____ Address _____ City _____ State _____ Zip _____	\$ _____	\$ _____	\$ _____
Name _____ Address _____ City _____ State _____ Zip _____	\$ _____	\$ _____	\$ _____
Name _____ Address _____ City _____ State _____ Zip _____	\$ _____	\$ _____	\$ _____