



# DONATION TRACKING SHEET

Please use this form to track any checks, cash, or credit card donations you send to Cancer Research Institute for A2C.

RIDER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DONOR NAME & ADDRESS	DONOR EMAIL & PHONE #	Donor recognition name (can be anonymous)	Payment Info: check, cash, or credit card. If credit card include acct. #, exp., and CVV number.	GIFT AMOUNT
				\$
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**Reminders:**

1. Be sure to include full name, email address, and mailing address for your donors so we can send them a tax receipt for their donations.
2. All donations are tax deductible as provided by law. Cancer Research Institute's tax ID # is 13-1837442.
3. Be sure to have donors include your name, if you are the rider, in the memo section on all checks. We recommend you keep copies of all checks you receive.
4. All checks should be made payable to **Cancer Research Institute**. If a check is made out to you, please endorse for deposit by Cancer Research Institute.
5. Please do not send cash in the mail. If you receive cash and cannot deliver it in person, please send us a check. Be sure to give us the donor's name and address.
6. Make sure you have included the account #, expiration date, and CVV number for all credit card donations.

**Please mail completed form to:**  
**Cancer Research Institute/A2C**  
**One Exchange Plaza**  
**55 Broadway, Suite 1802**  
**New York, NY 10006**

Questions? Email us at [info@a2c.org](mailto:info@a2c.org)