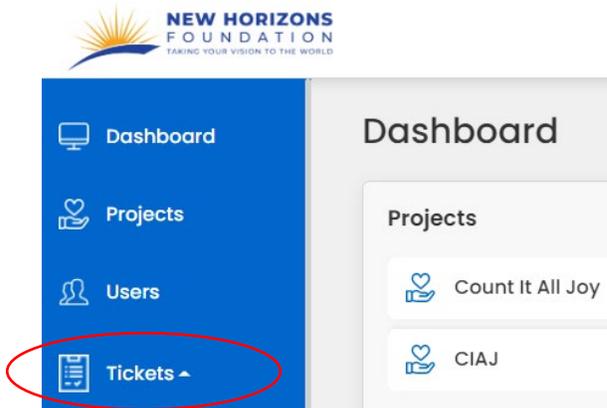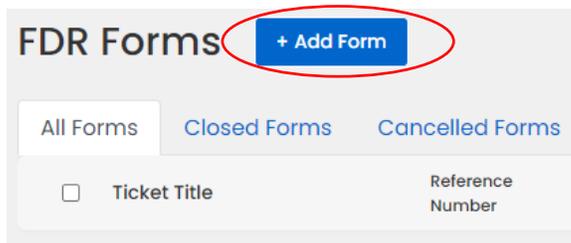# FDR to Disburse Funds to a Charitable / Nonprofit Entity
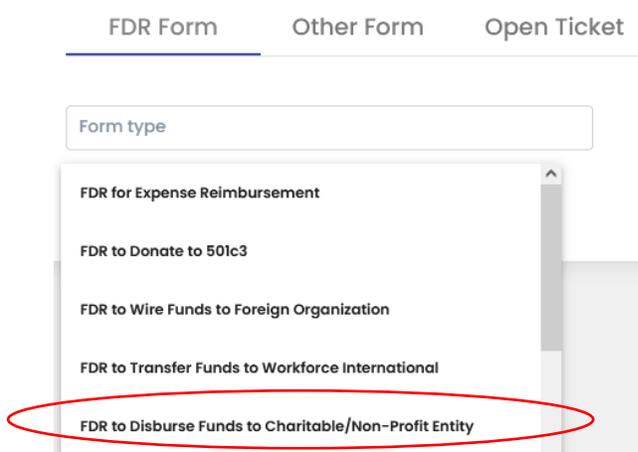
1. Starting from your Project Manager Dashboard, press "Tickets" on the left side of the page.

2. The "Tickets" button will provide a drop-down menu. Press "FDR Forms" from the list.
3. Press the blue "+ Add Form" button.

4. Press the "Form Type" box. A drop-down menu will appear. Click "FDR to Disburse Funds to Charitable/Non-Profit Entity."

5. Now that you are on the correct form, fill out the "Project Details."
6. In the "CharitableC/Non-Profit Contact Details" fill out the information of the organization you will be paying.

- In the "Current Community Impact" section, please provide a hearty description of the charitable works your project is currently doing.

❷ Current Community Impact*

7. Fill out the "Charitable-C/Non-profit Contact Details."
   - The "Payable To" section is the person or entity we're sending funds to.
   - If the person or entity is Stateside, the "Country Code" is 1.
8. Fill out the "Bank Information and Wiring Instructions."
   - Check "Yes" if you have made a transaction to the organization before.
   - Check "No" if you need to provide this information.
9. Press "Next."
10. In the "Breakdown of Request" form:
    - Insert the amount of the transaction.
    - Type the purpose of the transaction
    - Check if this is a recurring amount.
11. Press "Next."
12. Complete the "Breakdown of Request" section.
    - In the "Purpose" section, please include how sending this entity money is charitable.
    - Our auditors look at this section and expect to understand the relationship between this entity and The New Horizons Foundation. Essentially, we need to know how sending money to this entity relates and is charitable for your project. For example, "We are sending funds to A because they support babies born with cleft lips. Our project benefits from their support because we perform free surgeries on babies with cleft lips."
13. Select if this expense will be recurring or not. If it is, select the amount you wish to receive, starting on which month, and if you would like to receive the funds on the 1st, the 15th, or both.
14. Select "Next".
15. Scroll down and check if the information you provided is correct.

16. In "Attachments," attach these files:
    - Certificate of good standing, articles, or incorporation OR registration letter from IRS
    - Signed Independent Contractor Agreement
17. Add additional comments or instructions if needed.
18. Type your Name, substituting as a signature.
19. Press "Submit."