FDR to Donate to 501(c)(3)

1. Starting from your Project Manager Dashboard, press "Tickets" on the left side of the page.
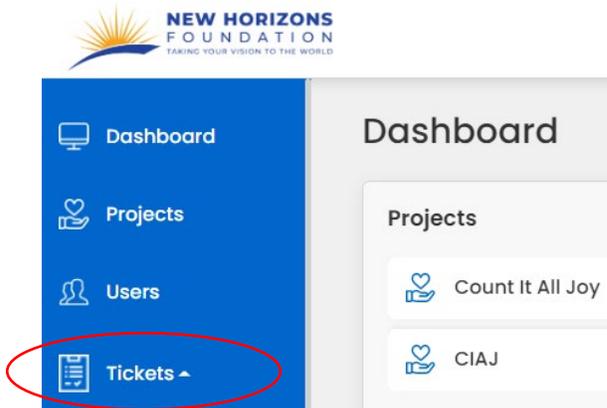
2. The "Tickets" button will provide a drop-down menu. Press "FDR Forms" from the list.
3. Press the blue "+ Add Form" button.
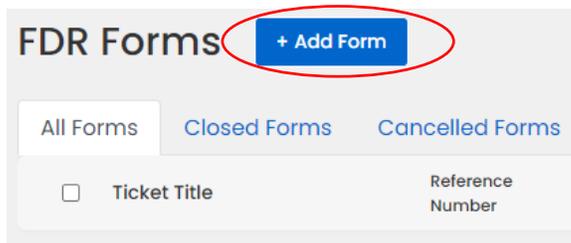
4. Press the "Form Type" box. A drop-down menu will appear. Click "FDR to Donate to 501(c)(3)."
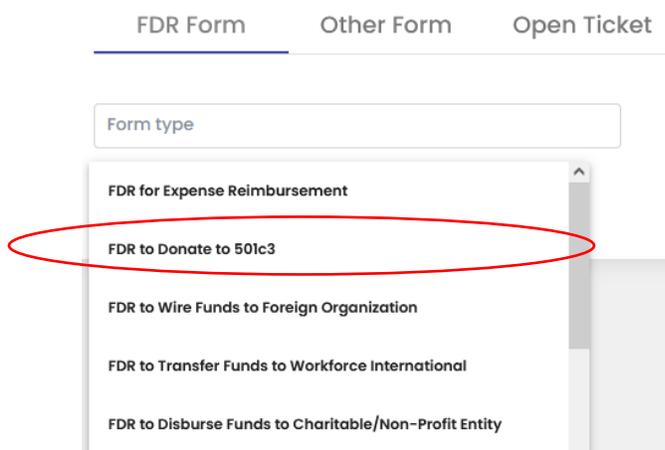
5. Now that you are on the correct form, fill out the "Project Details."

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

❓ Current Community Impact*

6. In the "501(c)(3) Contact Details" Form, type the information of the 501(c)(3) you want to donate to. Include their Employee Identification Number (EIN).
    - 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.
7. Press "Next."
8. In the "Organization ACH or Wire Information" form select:
    - Yes, if the organization is already on file. If you have previously paid this organization, they will be on file.
    - No, if you need to provide the banking information.
    - N/A, if you would like a check to be sent to the organization.
9. Fill out the "Breakdown of Request" form with the amount you want to donate and why.
    - In the description 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."

How does this donation support the charitable purpose of your project?

10. Check whether this is a Recurring Transaction.
  - Note: If this is a recurring transaction, you will need to provide a Grant Agreement or a Fund Designation in the next section.
  - If this is a one-time payment, you will only need to provide a 501 (c)(3) Certificate.
11. Press "Next."
12. Scroll down, and make sure all the information is correct.
13. Under "Attachments," add these files:
  - 501c3 certificate
  - A signed Grant Agreement
  - If we already have these documents on file then we will not require them again.
  - If this is a once-a-year payment, we will only require the 501c3 certificate.
14. Add any additional comments or instructions if needed.
15. Type your Name, substituting as a signature.
16. Press "Submit."