



## Instructions for Gift Documentation

- Have donor fill out and sign gift letter
- Make a copy of the gift check before depositing.
- We need the last complete bank statement from the donor to show that they had the funds to gift you. It needs to be from the same account as the gift check and should not show any large unexplained deposits.
- Keep a copy of the deposit slip into your bank account.
- Have your bank print an interim statement once the funds have cleared to show your new balance. The statement needs to be signed and dated by the bank officer for it to be an official transcript. Make sure your name and account number are also on the statement for verification purposes.