

How to Process Your Donations: Your Paycor Guide

What is Paycor?

The Leukemia & Lymphoma Society uses Paycor, an accounting center based in Cincinnati, OH, to process all Team In Training donations. Donations are sent to Paycor by TNT participants to be recorded and processed. Once an individual registers for the TNT program, they are set up with a Paycor account into which donations are posted, much like a checking account. **It is the responsibility of the participant to follow all directions and send money to Paycor correctly.** By following the directions carefully now, you can save a lot of time later! The following pages contain all the information you will need to process your donations to send to Paycor.

The following are your steps for sending your donations to Paycor.

1. Have your donors send contributions directly to you!

When you send out letters, be sure to include a donation form along with a return envelope that has your address printed on the front. Because some donations can be lost, please have donors include ALL contact information with their gift. **DO NOT** have your donors send their contributions directly to Paycor or to the TNT office in Alexandria.

2. Once per week, collect all donations and send them to Paycor.

It is important to keep records of all donations you are sending by filling out the Donation Worksheet, which you will find in this packet, and by making copies of all checks. **This Donation Worksheet is for your records only.** Fill out and send the Participant Donor Form with your donations (please make copies of the form included in this packet). Be sure your name, event and sport on the Donor Form are clearly legible.

For Checks: Write your name and event on the Memo line of each check before sending them to Paycor. **DO NOT** staple checks to Participant Donor Form. **DO NOT** include the yellow donation forms. **All checks must be payable to The Leukemia & Lymphoma Society.**

For Credit Cards: Collect all yellow donation forms containing credit card donations and send those forms to Paycor. Be sure that all necessary information is included and the form has been filled out completely. **Please verify that the donor has included the expiration date of their credit card.** If this information is missing, Paycor **CANNOT** process the donation. Paycor accepts Visa, MasterCard, American Express and Discover.

For Cash Donations: **DO NOT SEND CASH TO PAYCOR!** Convert any cash or foreign currency received into a check or money order (made payable to The Leukemia & Lymphoma Society) before sending it to Paycor. Fill out the **Cash Donation Information Form** to ensure that the person giving is properly acknowledged.

3. Double check ALL donation forms and make copies.

It is very important to correctly tally and record your donations before sending them to Paycor. Keep a detailed record of every individual who gives a donation, their contact information and the amount they donated. Copy and use the forms available in this packet or on the web at www.teamintraining.org/ncafundraising.

- Use the **Participant Donor Form** to tally ALL donations being sent to Paycor.
- Use the **Cash Donation Form** for any cash that you have converted to check or money order.
- Use the Yellow Donation Slips for all credit cards and make sure that ALL credit cards numbers are accompanied by an **EXPIRATION DATE**.

Before sending any donations, make copies of everything: checks, forms etc. Keep a detailed list of what donations you sent to Paycor and when. Accurate records will be a big help in case of a problem.

4. Forward all donations to Paycor at:

The Leukemia & Lymphoma Society
National Capital Area Chapter
Dept. #946
PO Box 145900
Cincinnati, OH 45250

Paycor will **ONLY** accept mail sent via United States Postal Service. FedEx, UPS etc. will **NOT** be accepted. **PLEASE SEND ALL DONATIONS VIA US MAIL!** Tracking services are available for a minimal extra charge through the United States Postal Service.

What do I do about Matching Gifts?

Your donors can obtain a matching gift form from the Human Resources department at their company. They fill out their portion of the form and send it to you with their check or credit card donation.

Matching Gift Forms and Checks should be sent directly to the TNT office in Alexandria, NOT Paycor. Separate all matching gift donations from other donations. Enclose the matching gift form with the donation and send it to:

The Leukemia & Lymphoma Society
Team In Training
5845 Richmond Highway, Suite 800
Alexandria, VA 22303

Matching gifts are a great way for corporations to donate to the Society. However, please note that we cannot count matching gift money towards your participation minimum until we have received a check from the company.

How do I track my donations in Paycor?

Each participant has his or her own Paycor account. Donations you submit are put into your account and a statement of your account's activity and balance is sent by the TNT staff at the beginning of each month. When you receive this statement, be sure to check your account against your own records to ensure that your donations are being accurately recorded and that you get credit for all your hard work!

PARTICIPANT DONOR FORM

IMPORTANT: You must enclose this form with every batch of funds you submit to the Accounting Center at Paycor. Without this identification, we will not be able to credit these funds to your fundraising total.

Participant Name: _____ Phone No: _____

Address: _____

City: _____ State: _____ Zip: _____

The Leukemia & Lymphoma Society Chapter: National Capital Area

| |
|--------------|
| Event: _____ |
|--------------|

| | | | | | |
|--------|-----|------|----------|-------|-----------|
| Sport: | Run | Walk | Run/Walk | Cycle | Triathlon |
|--------|-----|------|----------|-------|-----------|

In the box below, summarize your enclosed donations.

| # of Donations | | |
|----------------|--------------------|--------------|
| Enclosed | Payment Type | TOTAL AMOUNT |
| _____ | Checks/Money Order | \$ _____ |
| _____ | Credit Card | \$ _____ |
| _____ | Grand Total | \$ _____ |

**SEND DONATIONS TO PAYCOR:
The Leukemia & Lymphoma Society
National Capital Area Chapter
Dept. #946
PO Box 145900
Cincinnati, OH 45250**

MATCHING GIFTS: Matching Gift Forms, and applicable copies of donations being matched, should be sent directly to your Chapter Office at 5845 Richmond Highway, Suite 800 Alexandria, VA 22303. If received at Paycor, these will be forwarded to the Chapter, which will result in a delay in processing your match form.

Make additional copies of this sheet as needed- copy completed forms for your files.

For cash donations, please convert the cash donation and any foreign currency into a check or money order. Complete the form below to ensure proper acknowledgment of the gift.

CREDIT CARD DONATION FORM

Your Name: _____ Chapter: National Capital Area Sport: _____ Event: _____

| | | |
|----------------------|----------------------|-----------------------|
| Donor Name: _____ | Amount: \$ _____ | |
| Donor Address: _____ | | |
| Card Type _____ | Credit Card #: _____ | |
| V Code _____ | Exp. Date _____ | Donation Amount _____ |

| | | |
|----------------------|----------------------|-----------------------|
| Donor Name: _____ | Amount: \$ _____ | |
| Donor Address: _____ | | |
| Card Type _____ | Credit Card #: _____ | |
| V Code _____ | Exp. Date _____ | Donation Amount _____ |

| | | |
|----------------------|----------------------|-----------------------|
| Donor Name: _____ | Amount: \$ _____ | |
| Donor Address: _____ | | |
| Card Type _____ | Credit Card #: _____ | |
| V Code _____ | Exp. Date _____ | Donation Amount _____ |

| | | |
|----------------------|----------------------|-----------------------|
| Donor Name: _____ | Amount: \$ _____ | |
| Donor Address: _____ | | |
| Card Type _____ | Credit Card #: _____ | |
| V Code _____ | Exp. Date _____ | Donation Amount _____ |

Make additional copies of this sheet as needed- copy completed forms for your files

For cash donations, please convert the cash donation and any foreign currency into a check or money order. Complete the form below to ensure proper acknowledgment of the gift.

CASH DONATION INFORMATION

Your Name: _____ Chapter: National Capital Area Sport: _____ Event: _____

| | |
|-----------------------|--------------------------------|
| Donor Name: _____ | Amount: \$ _____ |
| Donor Address: _____ | |
| _____ | Zip Code: _____ |
| Donor Phone No: _____ | Your check/money order # _____ |

| | |
|-----------------------|--------------------------------|
| Donor Name: _____ | Amount: \$ _____ |
| Donor Address: _____ | |
| _____ | Zip Code: _____ |
| Donor Phone No: _____ | Your check/money order # _____ |

| | |
|-----------------------|--------------------------------|
| Donor Name: _____ | Amount: \$ _____ |
| Donor Address: _____ | |
| _____ | Zip Code: _____ |
| Donor Phone No: _____ | Your check/money order # _____ |

| | |
|-----------------------|--------------------------------|
| Donor Name: _____ | Amount: \$ _____ |
| Donor Address: _____ | |
| _____ | Zip Code: _____ |
| Donor Phone No: _____ | Your check/money order # _____ |

Make additional copies of this sheet as needed- copy completed forms for your files

