

## **SUBMITTING DONATIONS TO YOUR PMC FUNDRAISING ACCOUNT**

**There are two types of donation mailing labels on the enclosed sheet:**

### **1. Checks only - mail directly to the PMC P.O. Box (bank) columns 1 & 2**

**Only send checks** – Do not send any paperwork. Do not include splits, tributes, matching gift forms or paperwork of any kind.

**Make sure checks are made out to PMC, Jimmy Fund, DFCI or any combination of the three.** Checks made out to you must be endorsed by you, and signed over to the PMC.

If you do not have a mailing label, handwrite the address:

**Your Name Your ID#(12345-6)  
Pan-Mass Challenge  
PO Box 415590  
Boston, MA 02241-5590**

### **2. Checks with Special Requests - mail to the PMC Office column 3**

- **MATCHING GIFT FORMS:** include your PMC ID# or E-gift ID
- **CHECKS TO BE SPLIT** among several riders
- **FOREIGN CHECKS:** Foreign checks must have a minimum value of \$200 per check after the exchange rate and \$40 bank processing fee. Note: Canadian checks may be sent directly to the bank.
- **TRIBUTE CHECKS:** in honor & in memory donations requesting a tribute letter.

If you do not have a mailing label, handwrite the address:

**Your name Your PMC ID# (ex. 12345-6)  
Pan-Mass Challenge  
77 4<sup>th</sup> Avenue  
Needham, MA 02494**

#### **Do NOT:**

- **Use staples.**
- **Mail credit card slips. All credit cards should be entered at [www.pmc.org/e-gifts](http://www.pmc.org/e-gifts).**
- **Mail cash. If a sponsor gives you cash, write a personal check and change the donor information.**
- **Hold donations until PMC weekend – please mail them to the bank or PMC on a weekly/bi-weekly basis.**