**Muscular Dystrophy Association, Inc.**

**Fill the Boot and Fire Fighter Fundraising**

**Deposit Instructions**

Thank you for support MDA with your fundraising efforts. Please be sure to alert your **MDA Staff Rep that a deposit is on the way!**

To expedite the impact your fundraising will have on our mission, we encourage the following deposit options:

1. **Transfer from your business account directly to MDA via ACH/Wire Transfer.**

|  |  |
| --- | --- |
| Account number: | **457006977133** |
| Active ACH Blocks/Filters on file: | **YES** |
| Routing number ACH/EFT: | **122101706** |
| Routing number DOM. Wires: | **026009593** |
| SWIFT Code INTL Wires: | **BOFAUS3N** |
| Account Name: | **Muscular Dystrophy Association Inc** |
| Account Address: | **161 N Clark St., Ste. 3550, Chicago, IL 60601-3333** |

1. **Mail check to our National office and send a picture of the check to your MDA Staff Rep. Please make sure your local name and/or department name is on the memo line of the check.**

 Muscular Dystrophy Association, Inc

 PO Box 7410354

 Chicago, IL 60674-0354

1. **Deposit cash directly into one of MDA’s bank accounts:**

|  |  |
| --- | --- |
| Bank of America | 457006977133 |
| Wells Fargo | 4121830244 |
| Fifth Third | 7025693388 |
| Regions Bank | 109356150 |
| First Hawaiian Bank | 65032783 |
| First Bank of PR | 109217526 |

**Notify MDA Staff Rep!** For all three of the above, please notify MDA so that your department is credited, the funds are tracked and put to work right away for the families we serve. Be sure to include photo (noted below), totals, and location details.

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| --- | --- | --- |
| **In advance of your fundraising date:*** Contact MDA Staff Rep
* Share the date and activity you are hosting
* Request a supply of bank bags if needed from your MDA Staff Rep
 |  |  |
| **On the day of the event:**Always be sure to have 2 trusted Fire Fighters counting the funds.* Once funds are collected, process coins at your local bank or credit union (if you are having any issues with this, please contact your MDA Staff Rep). Your bank can prepare a cashier’s check to MDA for the coin total. Once you have a cashier’s check you can deposit this at any of the banks listed above. Please note that Wells Fargo cannot accept coin!
* For currency, put as much money in each bag (in the top compartment) as you can fit and properly fill out deposit slip.

Separate deposits are needed for Coin/Currency and Checks.Date, Total Currency (bills), and Total Deposit should be filled outOn white space of the deposit ticket, please write the name of your Fire DepartmentMake sure to get two sets of initials on the deposit ticket – this should be the initials of the person preparing the bag and whomever verifies the bagUse your phone to take a picture of the deposit slip, then place the deposit slip in the bottom of the bank bag* + - * + Once at the bank, give the sealed bag to any teller (You can use the commercial line if there is one available).
				+ The teller will make the deposit and will give you a white receipt for each bag – use your phone to take a picture of the white deposit receipt
				+ **Text or email your MDA Staff Rep the two photos – of deposit slip and white receipt from bank. Please make sure the photo is taken on a flat surface and is in focus and can easily be read.**

*This is very important and the only way we can ensure that the funds deposited are allocated to your Fill the Boot total.***Please refer to the US Map insert for your MDA Staff contact.** |  |  |
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