



DONATION SUBMISSIONS

Please use this form to track checks, cash and credit card donations you send to Base 2 Space.

PARTICIPANT NAME _____ Date _____

	Donor recognition name <i>(can be anonymous)</i>	Donor name & address <i>(address not needed if on check)</i>	Email address and phone #	Payment info cash/check or CC #, exp date and CVV number	Gift amount
1					
2					
3					
4					
5					
6					

WHEN MAILING FORM PLEASE VERIFY THE FOLLOWING:

1. Participant's name is in the memo section on all checks; we suggest you make copies of the checks for your records.
2. Checks should be payable to **Space Needle Foundation**; if check is made out to you, please endorse for deposit by Space Needle Foundation.
3. You have included an expiration date and CVV for all credit cards.
4. You have provided donor email addresses or home address so Space Needle Foundation can send them a tax receipt for their donation.
5. If you are sending a donation that is shared among several participants please note name and amount of credit per person.

**Make checks payable to Space Needle Foundation
and send completed form to:**

Space Needle Foundation
223 Taylor Ave N
Seattle, WA 98109

All donations are tax-deductible to
the extent allowed by law. Our Tax
ID number is 91-6013536

848 STEPS FOR MANKIND. *One Step Closer To A Cure.*