



Please follow these instructions for setting up an automatic donation through your bank:

1. Take the attached **Direct Deposit Sign-Up** form to your bank. Request your bank send the direct deposit (as directed below from the **Deposit Information** section) to the Community Foundation's bank based on the instructions on this form.
2. Complete the information below and mail to the address below. It is extremely important that this information be sent to us. **Without this information there is no way for the Community Foundation to know who the gift is coming from or what fund it should be applied to.**

**Community Foundation of Northeast Iowa  
Attn: Director of Finance and Operations  
425 Cedar Street  
Suite 310  
Waterloo, IA 50701**

The information below may also be emailed to the Foundation rather than mailed directly. **Do not email your financial information.** Email the below information to Stacy at [directdeposit@cfnea.org](mailto:directdeposit@cfnea.org)

**Deposit Information:**

Donor name (please print): \_\_\_\_\_

Donor Address (please print): \_\_\_\_\_

Donor Email Address: \_\_\_\_\_

Donor Home Phone: \_\_\_\_\_

Frequency of deposit (weekly, monthly, quarterly, annually... etc.): \_\_\_\_\_

Month/Year in which deposit will **start**: \_\_\_\_\_

Month/Year in which deposit will **end**: \_\_\_\_\_

Amount of **each** deposit: \$ \_\_\_\_\_

**TOTAL** Amount of gift once all deposits are completed: \_\_\_\_\_

Fund in which gift will be deposited to (please print): \_\_\_\_\_

Is this gift to be anonymous (circle)?      Yes                      No