

Fold SECUR-TAPE to just above the solid line.
IMPORTANT: Solid line must be visible when DEPOSIT BAG is closed

WARNING

**ATTEMPTS TO RE-OPEN BAG WILL DISTORT SEAL.
IF DISTORTED – DO NOT OPEN BAG. NOTIFY SENDER IMMEDIATELY.**

Bar Code Area



CFCNCA/Finance Office, 750 17th St., NW, Suite 200, Washington, DC 20006
Telephone: 202-465-7200

CFCNCA Deposit Bag (Form 300)

PLEASE PRINT CLEARLY WITH BALLPOINT PEN

TO:

Drop-Off Location _____

FROM:

Agency Name _____

Address _____

Prepared by _____

Telephone _____

Number of Pledge Form Carriers (Form 100s) Enclosed _____

Number of Confidential Gifts Enclosed _____

Total Cash/Checks \$ _____

Total Payroll Deductions \$ _____

Total Special Event Proceeds \$ _____

TOTAL \$ _____

NOTE: Place one copy of CFC Deposit Form (Form 200) inside the pocket on the back of this bag. Be sure it is visible through the clear pocket.



Recyclable

U.S. Patent No. 5,405,197
Canadian Patent No. 1,334,955

CFC300 (6/09)

Instructions for Use

1. Fill out the CFC Deposit Form (Form 200) online by entering the number assigned to this Deposit Bag and preparing two (2) copies of the Form 200.
2. Complete all information in Ball Point Pen in the area provided above prior to filling the bag.
3. Place completed Pledge Form Carriers associated with this Deposit Bag inside the large opening at the top of the bag.
4. **Be sure NO Yellow portions of the Pledge Form Carriers are placed in the Deposit Bag. These are to be forwarded to the agency's payroll office.**
5. Place one (1) completed copy of the CFC Deposit Form (Form 200) inside the clear pocket on the back of the bag. Make sure it is visible through the clear pocket.
6. On the back side of bag, remove the strip over the back pocket and seal the pocket securing one (1) completed CFC Deposit Form (Form 200) inside.
7. Press the bag to remove trapped air.
8. On the front side of the bag, peel-off the strip at the top of the bag. Fold the exposed security tape to just above the solid line. Press it down to seal the bag closed.
9. The second copy of the Form 200 will be your receipt for this Deposit Bag.
10. On the Form 200, volunteers from your agency should print their name and the Bank-drop location name used. Finally, sign the Form 200 where indicated.
11. Take this Deposit Bag and two copies of the CFC Deposit Form (Form 200) to an official CFCNCA Bank Drop location.
12. At the official Bank Drop Location, have the representative sign and date stamp the CFC Deposit Form 200, where indicated. Leave the Deposit Bag at the Bank Drop location and retain the date-stamped CFC Deposit Form 200 with the agency's Campaign records.

CAUTION: ANY ATTEMPT TO REOPEN THIS BAG WILL RESULT IN EVIDENCE OF TAMPERING

If you find this bag, please call 202-465-7200 (CFCNCA Finance Office). DO NOT MAIL THIS BAG.

TO REMOVE CONTENTS – CUT ALONG DOTTED LINE



For Volunteer:

Drop-Off Location _____

Volunteer Name _____

For Drop-Off Location:

Recv'd by _____
(print name)

Signature _____

Time/Date Stamp Below