

## Donor Checklist

Steps required to make contributions to the Anabaptist Scholarship Foundation of Virginia

1. Determine the amount that you are wanting to contribute towards scholarships for the entire year.
2. Fill out a donor pre-authorization form, and enter the amount of donation you are wanting to make.  
**The STATE no longer allows the donor to mail in the Pre-Authorization Request - You are required to send it in to a foundation (i.e. ASF) and have them process the request.**
3. **Simply email the pre-authorization request to @ asfofva@gmail.com. or FAX to: 434-424-0477**  
**We will submit it electronically for you to the state and email the Authorization Letter back to you.**  
**We can usually have this back to you within 24 hours.**
4. Only if you do not have email or fax, please mail it to:  
Anabaptist Scholarship Foundation  
3955 Singers Glen Road  
Rockingham, VA 22802
5. **When you are ready to contribute, you will only need to send :**  
**a copy of the authorization letter that has the 6-letter code**, along with the donation check
6. **(We NO LONGER NEED a copy of the Pre-Authorization Request document).**  
Make sure you sign the form that has the 6-letter authorization number. Most rejections are because the donor simply did not sign and date the authorization form before sending it to ASF.
7. Checks need to be made out to:  
**ASF of VA** (or)  
**Anabaptist Scholarship Foundation of VA**  
If the donation is an "Individual" donation (in your name) please **DO NOT send a business check.**  
If the donation is a business donation, please DO NOT send a personal check
8. Send your donation 1. Check and a 2. Copy of the authorization page to:  
**Anabaptist Scholarship Foundation of VA**  
**3955 Singers Glen Road**  
**Harrisonburg, VA 22802**  
  
**\*If you want your contribution to go to a specific school, please also include the ASF Donor contribution form. DO NOT WRITE THE NAME OF THE SCHOOL ON THE MEMO LINE of the check. WE CAN'T ACCEPT ANY CHECK THAT HAS THE NAME OF THE SCHOOL ON IT.**
9. **Repeat - If you are sending in a check for an INDIVIDUAL contribution, please DO NOT use a business check.**
10. ASF will issue you a Tax Credit Certification in January 2024.
11. Keep your Tax Credit Certification letter in a safe place and remember to give this form to your tax preparer so that he/she can accurately calculate your taxes. You cannot deduct your credit from your taxes without this Credit Certification.

\*\*\*\*\***PLEASE notify ASF if you do not receive the Tax Credit Certification by the end of January 2024.**