

ON LINE DONATIONS - WEBSITE

IF YOUR DONORS WANT TO DONATE TO YOU, PLEASE DIRECT THEM TO THE LINK TO YOUR INDIVIDUAL SITE. DO NOT SEND THEM TO THE MAIN WEBSITE FOR LLS IF THEY WANT TO DONATE TO YOU. DONOR DOLLARS MUST BE ALLOCATED WHERE THE DONOR INTENDED.

DONATION FORMS

Fill out the information on the PARTICIPANT DONATION FORM.
XEROX IT AND MAKE 25 COPIES.

CHECK DONATIONS

- 1) ALL CHECK DONATIONS ARE MADE OUT TO
The Leukemia & Lymphoma Society
- 2) ALL CHECKS MUST BE SENT TO YOU FIRST.
- 3) **DO NOT HAVE DONORS MAIL THE CHECK IN DIRECTLY TO PAYCOR**
- 4) WHEN YOU RECEIVE THE CHECK HERE IS WHAT TO DO
 - a) Copy the check
 - b) Log the amount in your donation log, their name and contact information for thank you notes
 - c) Copy the check for your records
 - d) Download the Participant Donation Form
 - e) Fill out and mail in the PARTICIPANT DONATION FORM
- 5) WHEN YOU RECEIVE CASH
 - a) Make out a check to The Leukemia Lymphoma Society in the amount of cash received
 - b) Log the amount in your donation log, their name and contact information for thank you notes
 - c) Download the Cash Donation Form
 - e) Fill out and mail in your check with the CASH DONATION FORM
- 6) CREDIT CARD DONATIONS
 - a) Download the CREDIT CARD DONATION FORM
 - b) Copy the form for your records, log in donor contact info for thank you notes
- 7) ADDRESS FOR ALL DONATION FORMS:
Paycor Address:
**Leukemia & Lymphoma Society
Greater Los Angeles Chapter
Department #903
PO Box 145900
Cincinnati, OH 45250**

You MUST allow 7-10 business days from the time you mail in your donations for them to be posted to your account.