
FACSIMILE TRANSMITTAL SHEET

TO: **TechSoup Stock Order Department**

FROM:

FAX NUMBER:
1-415-633-9444

DATE:

TOTAL NO. OF PAGES INCLUDING COVER:

Mailshell Anti-Spam Special Donation Pre-Qualification

▶ **ALL FIELDS ARE REQUIRED TO ENSURE PRE-QUALIFICATION** ◀

INSTRUCTIONS

To pre-qualify for the upcoming Mailshell Anti-Spam Special Donation, please fill out the form below and fax it to **1-415-633-9444**

IMPORTANT: If you are a 501(c)(3) library, please also fax your 501(c)(3) Determination Letter. This applies only to U.S. public libraries with 501(c)(3) status.

- Library Name: _____
- U.S. Federal EIN or FSCS ID: _____
- Email: _____ Phone: _____
- Current Street Address: _____
City: _____ State/Province: _____
Zip/Postal Code: _____

If your organization's address has changed, please see below for more information.

CHECKLIST

- Are you a 501(c)(3) library? Include a copy of your IRS 501(c)(3) Determination Letter**
- Are you a US public library that is not a 501(c)(3) organization? Enter your FSCS ID number in the above form**
- Is the address on the letter different from your current shipping address? Yes / No**
(Please note that PO Box cannot be used as shipping address)
- If addresses are different (due to a recent move or the use of a PO Box), please also include a letter on your organization letterhead that clarifies the reason for the difference. We recommend that you use the following sample as a guide when composing the letter:**

To whom it may concern, My organization's shipping address [123 Anyway, Anytown, CA 12345] differs from the address on my organization's 501(c)(3) Determination Letter, [456 Noway, NY, 98765], for the following reason: Our organization had moved from the original location to the new location in 1995.
Signed, xxxxx