

QUALIFICATION CHECKLIST

U.S. 501(c)(3) Organization

TO: **TechSoup Client Services**

FAX NUMBER: **(415) 633-9444**

NUMBER OF PAGES INCLUDING COVER: _____

DATE: _____

SENDER NAME: _____

FROM PHONE: _____

Fax this checklist and the accompanying documents to (415) 633-9444.

You can also email them to qualification@techsoup.org or mail to: Attention Client Services Department, TechSoup, 435 Brannan Street, San Francisco, CA 94107.

TechSoup Registration Information

Fill out the fields below with your organization's information, exactly as it was entered on your online registration form.

Organization Name: _____

Organization Email: _____

Tax ID (EIN): _____

Phone: _____

If the organization already requested a donation, provide the confirmation number: _____

Qualification Information

Include copies of the following documents:

- ☐ Page 1 of your IRS 501(c)(3) determination letter. Please do not send any documents issued by your state. An example determination letter is available at www.techsoup.org/stock/download/CompumentorDeterminationLetter.pdf
- ☐ If the **name** on the IRS determination letter does not exactly match the name on your TechSoup registration form, include a letter on your organization letterhead that lists both names, explains the name discrepancy, and includes your contact information (name and either phone number or email address). An example name correction letter is available at www.techsoup.org/stock/download/NCL_Example.pdf
- ☐ If the **address** on the IRS determination letter does not exactly match the address on your TechSoup registration form, include a letter on your organization letterhead that lists both addresses, explains the address discrepancy, and includes your contact information (name and either phone number or email address). An example address correction letter is available at www.techsoup.org/stock/download/ACL_Example.pdf

Note: You can combine name and address correction information in a single letter.