



Submit to:
Marketing Department
 P.O. Box 6426
 Lake Charles, LA 70606
 Phone: (337) 478-4986
 Fax: (337) 478-5423

Donation Request Form

Jeff Davis Bank asks that all organizations requesting financial support from us complete this questionnaire. We ask that your request be submitted at least two months in advance for proper consideration. Those not providing ample time for consideration may limit their opportunity for support. Completion of this form does **NOT** guarantee that Jeff Davis Bank will be able to fulfill the request. Incomplete forms and those without documentation will automatically be denied. (Please print or type.)

Date of Request: _____ Person Making Request: _____

Organization: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Contact Method (phone, fax, e-mail, cell): _____

Documentation needed: Copy of IRS designation letter and copy of IRS Form 990.

1. Is this organization a 501-(c3) nonprofit agency? **YES NO**
2. Is this donation tax deductible? **YES NO**
3. Is this organization a member of United Way? **YES NO**
4. What is the organization's primary mission? _____

5. Amount Requested? \$ _____ Funds needed by: _____
6. Detailed description of how funds will be used. _____

7. What percentage of amount requested will be used for programs? _____
8. How does this organization or this event help low-to-moderate income groups? _____

9. Where will the activity take place? _____
10. Will there be any advertisement or promotions featuring JDB? **YES NO**
Please describe: _____
11. Have you contacted other JDB offices / employees? _____
12. Is the requesting organization a customer of JDB? **YES NO**
If "yes", what relationship(s) do you have with us? _____
13. Are any employees of Jeff Davis Bank involved in the effort? Please list. _____

14. Has JDB participated in the past? In what way? _____
15. Signature of Person making request: _____