

MBX COACH GIFTING PROCESS USING DIRECT DEPOSIT

STEP 1

Booster Club to provide Leslie with a list of coaches who will receive gifts

- Request must be made at least 1 week ahead of deposit date
 - Request must have 2 signatures
 - Request must include list of coaches names, email addresses, and amount of gifts
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STEP 2

Leslie will review the list and will notify the Booster Club:

- IF the coach's information is already in the MBX Bill.com system, then
 - Payment will promptly be set-up for the deposit date
 - Booster Club can prepare a Thank You note letting the coach know that a direct deposit will be made into their bank account
 - IF the coach's information is NOT already in the MBX Bill.com system, then
 - Booster Club can prepare a Thank You note letting the coach know that a gift has been set aside for them and will be sent via direct deposit after MBX receives the following from the Booster Club or directly from the recipient:
 - i. Direct Deposit Form with recipient's bank account information
 - ii. W-9 Form completed by the recipient
 - Payment will promptly be set-up once the forms are delivered to MBX
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For additional info contact Leslie: leslie@mbxfoundation.org