# 

## **Open Collective Foundation Banking Information:**

### **Mailing Address:**

Open Collective Foundation 501(c)(3) 340 S. Lemon Avenue, #3717 Walnut, CA 91789

EIN (Tax ID): 81-4004928

DLN: 17053184327027

### **Bank Address:**

Umpqua Bank 17555 Northeast Sacramento Street Portland, Oregon 97230

Account name: Open Collective Foundation

Account number: 4867268536

**Routing number:** 123205054

For international wire transfers, SWIFT code: UMPQUS6P

**Remember to include the name of the initiative whenever possible,** otherwise the contribution may not arrive in their specific account.

## How to Donate via Wire Transfer on the Open Collective Platform

- 1. Register an account on www.opencollective.com (Registration Guide: Here)
- 2. If you select the 'Bank Transfer' option when making a donation, follow the steps below:
- 3. Once the donation process is complete on the Open Collective site, you should see a screen that looks like this:

C open collective Search	Open Collect		Q	_					Discover	
	You are scr	een sharing	🔹 🔳 Stop Sh	are				$\sim$		
	Your do	Your donation is pending. Please follow the instructions in the confirmation email to manually pay the host of the collective.								
				نی می این می ۲۱ کو	Alina Manko Corribune a teal of, \$20.00 USD	Share it				
View your profile										Note: Your donation is 'Pending

4. Follow the instructions in your email from your fiscal host to complete the transfer.

Be sure to include the name of the collective you are donating to

#### Dear Alina Manko,

We would like to thank you for your donation of \$20 on June 4th 2020. Your order is currently pending - we'll let you know once the host of collective (Open Collective Foundation 501(c)(3)) will have received the funds and attributed them to Open Collective Foundation.

#### Instructions

Please make a bank transfer as follows:

#### Amount: \$20

Reference: 80913

Account name: Open Collective Foundation

Account Number: 4867268536

ABA: 123205054

SWIFT: UMPQUS6P

Recipient Address: 340 S Lemon Ave #3717 Walnut, CA 91789, USA

Bank name: Umpqua Bank

Bank address: 450 Sansome St, San Francisco, CA

5. The collective's admin will have set up the option for how to donate by bank transfer

6. Once the money has arrived in the collective's account, the collective's admin will mark it as 'Paid' and the funds will show as part of the collective's balance.

\*If you run into any issues along the process, please note the reference number from your instruction email, contact support@opencollective.com

## How to Donate Via Check

Check MUST be made out to OCF, with the initiative's name in the Memo. Errors will cause significant delays.

## Make check out to:

Open Collective Foundation

#### Memo:

Name of the Initiative

## Mail to:

Open Collective Foundation 501(c)(3) 340 S. Lemon Avenue #3717 Walnut, CA 91789

• (Please note: Checks may take a few weeks to process and arrive into a specific initiative. Please opt for bank transfer where possible - it will be a much quicker turnaround.)

## How to Donate Via the Open Collective Platform

## **Required Information:**

- Full Name
- Email
- Organization Name (only if choosing to contribute as an organization)
- One of the following:
  - Debit/Credit Card Details
  - PayPal Account
  - Bank Account Details

That's it! Ready to donate.

## How to Donate Via PayPal:

Send funds to: host+c3@opencollective.org

**Remember to include the name of the initiative** otherwise the contribution may not arrive in their specific account.

## How do I get my DAF to donate to a specific initiative?

- Each DAF handles things differently, some have more customization options that others. That's why it's important to select a DAF carefully.
- You will need to communicate directly with your DAF to see what their processes are.
- Some DAFs will do wire transfers (this is much faster) and some will only mail checks. Regardless of the method, **they need to include your initiative's name in the donation**.
- The tax deductible receipt will be made out to the DAF.

