

330 Marshall Street
Suite 203
Lansing, MI 48912
517.203.5000 office
517.203.5001 fax
www.micauw.org



Capital Area United Way
Clinton | Eaton | Ingham

Today's date:

Designated Organization (Name & Address):

TO: _____

Agency Portal Contact Form

A donor has requested to give to your organization.

Please have an authorized staff member fill out this form which is required by our audit committee. Email the completed form to M.Louney@micauw.org, fax to (517) 203-5001, or mail to our address below.

The first person on this list (Designation Agency Portal Contact) refers to the staff member you would like to receive emails regarding payments or periodic updates on donor pledge information.

We understand there may be duplicates on this contact form, but one email address for the same individual please.

RECOMMENDATION: Please use an email address domain (...@micauw.org) that is unique to your organization to help automate the organization of correspondence between us. We are always looking for ways to cut cost, and it would be greatly appreciated.

Designation Agency Portal Contact: _____

Email Address: _____

Phone Number: _____

CEO / President: _____

Email Address: _____

Phone Number: _____

Chief Financial Officer: _____

Email Address: _____

Phone Number: _____