**NOTE: For faster processing:***Contact the Treasurer if you want to make deposits directly into the MASSB Foundation's account at M&T.*

*This would require your follow-up by sending MASSB Foundation a PDF of the deposit slip and a PDF of any expenses paid through reduction of the amount you deposit (such as fundraising expenses for an event that resulted in donations).*

*If you follow this approach, your transmittal email to info@massbfoundation.org should include the PDFs and explain the total amounts shown in the receipts. For example:*

*"Attached is a deposit slip for $\_\_\_. The total revenue from our fundraising event was $\_\_\_\_, and we paid a total of $\_\_\_ for related expenses (as shown in the attached PDF of receipts)."*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
   
Deposit Transmittal Form: Dated \_\_\_\_\_\_\_ \_\_, 20\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   
  
MASSB Foundation  
Attn: Foundation Treasurer

103 Market Street  
Annapolis, MD 21401  
  
            Re:       Deposit for MASSB Foundation  
  
To whom it may concern:

Enclosed for deposit in the MASSB Foundation, in a sub-account for the \_\_\_\_\_\_\_ County Department of Social Services (DSS), are checks payable to the MASSB Foundation (and/or the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) in the total amount of $\_\_\_\_\_\_\_\_.   Also enclosed (unless already on file with you) are our certified resolutions approving our sub-account.  We understand that you will now –  
  
\* invest the enclosed deposits in a short-term checking account, with our account not sharing earnings or banking expenses.  
  
Note: we have checked here [\_\_] in order to request information about establishing a long-term pooled endowment account under which our account would share in allocations of earnings and expenses;  
  
\*   (if not already done) establish an account within the MASSB Foundation, in the name of our county DSS; and  
  
\*   distribute funds from our sub-account only upon our written request  in accordance with our board-approved resolutions, subject to our obligation to provide you with representations establishing a tax-exempt use for funds being requested.  
  
Please send a receipt for this deposit to our Board using the following email addresses for all who should receive reports: \_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_.\_\_\_; \_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_.\_\_\_ ; and \_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_.\_\_\_.  
  
We understand the trustees of the MASSB Foundation will be sending us regular reports in which you set forth the value of our account, and all account activity.  
  
Best regards,  
  
Signature:        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_           
  
Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_