

Turning in Donations

You may submit funds raised online through your pet's personal fundraising page.

Turning in cash donations

Do not mail cash. Here are two options for turning in any cash donations you receive:

- Deposit all cash donations to your personal banking account and then make an online donation to your fundraising page via credit or debit card.
- Convert cash donations to a check or money order, then enter the total as an offline donation through your pet's personal fundraising page before mailing it to Pet Partners with the deposit form.



Entering offline donations

Ensure all offline donations (checks and money orders) are entered into your pet's online fundraising page to contribute to your pet's total. Follow these steps to enter offline donations:

- Log into your pet's fundraising page and select **Ask for Donations** and **Thank Donors** in the bottom left dashboard panel.
- Click **Enter Cash/Checks** in the middle of the page.
- Fill out the requested information and click **Submit**.

Be sure to check if your company or your donors' companies have a matching gift program so you can double your donations!

Sending checks & money orders

Please send checks and money orders to:

Pet Partners, Attn: POTY, 345 118th Ave SE, Suite 100, Bellevue, WA 98005

When sending checks and money orders, please include the donation deposit form, which can be found at petpartners.org/petoftheyear. This is to ensure your pet is properly credited for donations.

All mailed money and pledged donations must be received in office by March 15 at 11:59 p.m. CT.

