



Warehouse Donation Request Form

GENERAL INFORMATION

Please review the guidelines found [here](#). This form should be completed electronically and printed. This form cannot be submitted online. Requests should be submitted at least 4-6 weeks in advance of an event to allow time for review. Costco Shop Cards may be issued in lieu of monetary or in-kind requests. Due to the large number of requests, Costco Wholesale is unable to guarantee a response to all donation requests.

Today's Date: _____

ORGANIZATION INFORMATION

Name of Organization _____ EIN/Tax ID # _____ 501(c)(3) Status (since) _____

Mailing Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Organization Website _____ Contact E-mail Address _____

Name of Contact _____ Title or Relationship to Organization _____ Contact's Telephone Number (if different) _____

Has the organization received support from Costco? _____ When? _____ Amount: _____

PROGRAM INFORMATION

Program or Event Name _____

Purpose of Support _____

How will the funds raised for the program be used? _____

How will a Costco donation assist your program? _____

Area/Community the program will serve _____ Estimated number of people served _____ Date of program/event _____

Signature of Applicant _____

By signing this form, I verify that I am an authorized agent of the requesting nonprofit and this organization qualifies for tax-deductible contributions as defined by the Internal Revenue Service and is in full compliance with the USA Patriot Act.

Please bring this completed form to your nearest Costco warehouse location. Visit www.costco.com for a list of warehouses in your area.

FOR COSTCO WHOLESALE USE ONLY

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|----------------|-----------------------|--------|--------------|
| Date Received: | Donation: | Notes: | Fiscal Year: |
| Status: | Shop Card #: | | |
| Authorized By: | Delivery Information: | | |