



IMPORTANT INFORMATION

Costco Wholesale's Warehouse donation program is intended to meet the needs of organizations which are focused on children, education, or health and human services and serve a local neighborhood and organizations with a similar scope of service.

Organizations **MUST** establish IRS 501(c)(3) status.

WE DO NOT FUND DIRECT AID TO THE FOLLOWING:

- Individuals
- Capital campaigns, building projects, or equipment
- Transportation and travel expenses
- Political organizations
- Religious organizations for religious purposes
- Salaries
- Government agencies
- Loans or investments
- Research studies
- Athletic teams, events, or sponsorships
- Animal related programs, including shelters
- Merchandise for fundraisers and auctions
- Symposiums, conferences, conventions, professional association meetings
- Merchandise promotions, partnerships or advertising
- General awareness campaigns
- Development or production of books, films, videos, television programs, or websites
- Parties, celebrations, parades, festivals and raffles
- Deficit funding

*It is important to note that our warehouses have a limited budget in terms of Charitable Giving. To accommodate the number of requests we receive, organizations are generally funded at the \$25.00 to \$50.00 level.

If the organization meets the above requirements, please complete the following form and submit it, along with a copy of your IRS tax letter and 501(c)(3) status to your local Costco Warehouse Manager.





Warehouse Donation Request Form

GENERAL INFORMATION

Please review the guidelines listed above and 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. Cash 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 "501(c)(3)" 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

Date Received:	Donation:	Notes:	Fiscal Year:
Status:		Cash Card #:	
Authorized By:		Delivery Information:	