



## Pass Through Funds

Pilot International allows Pass Through Funds for clubs or districts who do not have the 501(c)(3) designation and are applying for grants or have donors who require the 501(c)(3) designation.

Clubs or Districts may complete a Pass Through Funds Form and send to Headquarters along with the grant/donation check made payable to Pilot International. Pilot International will then write a check for the grant/donation amount and send it to the Club or District.

**Note: A 5% processing fee will be assessed. The Club/District should enclose its check with this form, payable to Pilot International in order for the pass through funds to be processed.**

Instructions to Pilot Club or District:

1. Submit application to the donor/grantor with your Pilot Club or District information on it with a copy of the Pilot International 501(c)(3) determination letter ( if required).
2. **Request the check(s) be made payable to Pilot International.** The donor may include in the memo section of the check: For Pilot Club or District's Name.
3. Have the check(s) mailed to your Club or District, **not Pilot International Headquarters**.
4. Once the check(s) is/are received by the Pilot Club or District, submit to Pilot International Headquarters and include the Pass Through Funds Form. **If more than one check is submitted, all must be sent together with an attachment to the Pass Through Funds Form listing information regarding each individual check.**
5. Clubs or Districts will be notified by Pilot International Headquarters when funds are received. The check(s) and form should be mailed to the following address:  

Pilot International Headquarters  
ATTN: Accounting  
102 Preston Ct.  
Macon GA 31210
6. Pilot International Headquarters will mail a check within **30 days of receipt** payable to the Pilot Club or District. A receipt will be issued to the donor.
7. It is the Club or District's responsibility to inform the donor that this process is a turn-around procedure and the money will go to the designated club or district project.



## Pass Through Funds Form

**Donor/Grantor Information: If more than one check, all must be sent together and listed separately.**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Pilot Club/District Information:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Check Number: \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_

Grant funds to be allocated for: \_\_\_\_\_

Yes       No

If no, please provide the address and contact information:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Please enclose the 5% processing fee in a club/district check payable to Pilot International.**  
**Check # \_\_\_\_\_**

Form Completed By: \_\_\_\_\_ (Date) \_\_\_\_\_

(Signature)

\_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Pilot Club/District) \_\_\_\_\_ (Office)

**Staff Use Only**

Date Received: \_\_\_\_\_ Deposit Date: \_\_\_\_\_

Date Issued to Club: \_\_\_\_\_ PI Check Number: \_\_\_\_\_