Carleton
ACH (Bank Draft) Transfer Instructions

This form is used by donors to make contributions to Carleton College to support the programs and/or scholarships as indicated below. This form authorizes Carleton to deduct from the donor’s bank account an amount as reported below. You will receive a tax receipt for your gift in January by mail unless otherwise requested.

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**Donor Contact Information**

Name: ________________________________

Address: ________________________________ Home Phone: (____) ________________

______________________________ Work Phone: (____) ________________

E-mail: ________________________________

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**Contribution Information**

Designation/Fund: ________________________________

Total amount to be contributed: ________________ Monthly amount to be contributed: ________________

First month of contribution: ________________________________

NOTE: Bank drafts are processed twice a month, please choose the 1st ☐ or 15th ☐ of each month

Total number of payments: ________________ OR ☐ Continue monthly contributions until further notice

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**For Bank Draft (please also attach a voided check)**

Name as shown on bank records: ________________________________

Account number: ________________ Name of bank: ________________________________

Routing number: ________________ Bank address: ________________________________

(first nine digits in lower left hand corner of check)

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**Special Instructions**

______________________________

______________________________

______________________________

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**Signature**

______________________________ Donor ________________ Date

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Carleton College | Central Records Office
4-CENREC | One North College Street | Northfield, MN 55057
1-800-758-9441