



Direct Your Dollars submission form

Nonprofit organization instructions: Complete Step 1 below. Then, make an appointment with your local SpartanNash store director. Bring this form, your IRS 501(c)(3) determination letter and a copy of your W-9, along with all receipts banded together in 15 \$10,000 increments and an adding machine tape for each \$10,000 bundle.

NOTE: Processing the submission form and eligible receipts typically takes approximately four weeks.

STEP 1: Nonprofit organization contact information			
Date:		Nonprofit Federal Tax ID number:	
Name of organization:			
Contact first name:		Contact last name:	
Organization address:		Organization city:	Organization state: Organization zip code:
Organization telephone number (xxx) xxx-xxxx:	Cell phone number (xxx) xxx-xxxx:	Fax number (xxx) xxx-xxxx:	
Email address:			
Signature:			
Optional: 1). How does your nonprofit organization plan to use the Direct Your Dollars funds? 2). What types of receipt drives or other activities did your nonprofit host to collect receipts?			

I hereby submit the attached tally form and original store receipts collected by our 501(c)(3) organization as part of the Direct Your Dollars program. Non-eligible items have not been included in the submitted total and no one in our nonprofit organization has altered or tampered with the receipts.

With my signature, I authorize SpartanNash to use photograph and/or videotape taken at the check presentation for corporate communications materials created for and by the Company, including posting on the Internet.

STEP 2: To be filled out by the store director			
Date:		Store number:	
Store name:			
Store director first name:		Store director last name:	
Store address:		City:	State: Zip code:
Telephone number (xxx) xxx-xxxx:	Cell phone number (xxx) xxx-xxxx:	Fax number (xxx) xxx-xxxx:	
Email Address:			
Signature:			

Store director instructions: Once receipts and totals have been verified, please shred all receipts. Scan the completed submission form, IRS determination letter and W-9 form and email to DirectYourDollars@spartannash.com. Your community engagement specialist will confirm receipt and request \$1,000 check for nonprofit listed above. The check will be mailed directly to your store at the address provided in Step 2 for presentation to the organization.