

Instructions for Processing NIP Donations

I. THE VOUCHER

- A. The voucher is in Word format. If you put your cursor on the space that says “Click here to enter text” you can type the information about your donor. Then hit tab and it will take you to the next fillable area.
- B. You will notice your Project Number on the top portion beside your name this year.
- C. Give your donor the original voucher, keeping one for your file. Also, as a courtesy, give him the Instructions and Form to do his taxes. This link is on page 75 of the Power Point.

II. DONATION PROCESSING FORM (Excel form)

The next step for processing donations is to complete your Donation Processing Form (the excel sheet). This form is found on the right-hand side of our webpage, www.wvdo.org/nip, below the Workshop Presentation. Follow the instructions on this form by completing all the information. (You must use the form from our webpage, as occasionally we may have to update the form.) Please note:

- A. Double check your FEIN number for accuracy.
- B. Do not use periods in the phone number or date, either dash or backslash.
- C. **BE SURE TO PUT THE CHECK NUMBER OF EACH DONOR ON THE FORM, transaction number of their PayPal donation, or required information for stock sales.**
- D. Record the actual amount of the check and not just the amount that may be designated for NIP. The system will automatically calculate all figures after you input how much credit you are awarding the donor.
- E. There are dropdown boxes by several questions. Please select from them, if it is applicable, otherwise type in your answer(s).
- F. Start on the **first line** of the “Notes” section please. Otherwise I must copy and paste the response, moving it to the first line. This is where you input the check number, etc.
- G. The last section is the “Certification Fee Information”. The first four sections will be completed automatically. You will need to fill in:
 - 1. Certification Fee Transaction Number (you will receive this after you make your ACH payment)
 - 2. Amount of Certification Fee Paid (the amount you paid on E-Pay for your fees)
 - 3. Date of Transaction Payment (the date you made the payment on E-Pay)

III. **ACH PAYMENT LINK - DO NOT SEND ANY PAPER CHECKS TO US.**

As stated, this link is on our webpage, www.wvdo.org/nip, on the right-hand side underneath the Donation Processing Form (excel form). When you click on this link it will take you to the WV State E-Pay System, all very secure, where you will enter the information required. When you complete the first screen, click “Finish”, it will take you to the second screen where you will input your banking information. After you complete this page and submit it, you will receive a transaction number that you will record on your excel Donation Processing Form (excel sheet), on the bottom. Keep the email they send you for confirmation in your files.

IV. **DONATION REPORT**

After you have completed the excel spreadsheet and made your ACH Payment you need to put the total numbers on the Donation Report on your Dashboard and submit it.

- A. You can access the system at www.wvdo.org/nip then click on “NIP Login” on the **right side** of the screen, in the brown section, and it is listed first.
 1. This is the NIP account you set up during the application process.
 2. If you are unable to login to your account, please let me know. I can help with password resets. (Cathy (304) 957-2056)
- B. After you have logged into your account, at the bottom of the screen you will see a section entitled **“Follow-Up Forms”**. There are 3 forms in this section:
 1. January 31 NIP Period Report (due any time after December 31st)
 2. July 31 NIP Period Report (due asap after June 30th – must have before new awards for the following fiscal year are given)
 3. Donations Report – 1 (will be replaced each time you submit a report)
- C. You will use the Donations Report form to upload the excel files containing the donations you want to process.
 1. The top portion of this form is prepopulated.
 2. Under Donation Details you will fill in four questions with the total numbers from your excel spreadsheet.
- D. Then you will see “Upload Files”. This is where you upload the excel spreadsheet you have already saved on your system. There will be a gray box on the left that says “Upload File” and you will click on it to add your excel spreadsheet of donations.
- E. After you have uploaded the excel files, type your name in the Electronic Signature, put the date, and click submit.
- F. The report will now be in the NIP office and will be processed. If there is a problem Cathy will call you.
- G. After the donations have been processed, we will place another Donation Report in your account for the next batch of donations.