

Instructions for handling Norman's (Everyday Zen) Dana

The Everyday Zen treasurer is Andrea Jacoby. Her emails are: andreajacoby@comcast.net and andreajacoby@gmail.com Her mailing address is: 431 Belvedere Street San Francisco CA 94117.

1. Cash dana is deposited in the RCZC account and a check for the same amount is made out to Everyday Zen Foundation.
2. Endorse all U.S. checks with the EDZ account number and “deposit only.” Those checks get sent directly to First Republic Bank
deposit services
P.O. box 2966
San Francisco, CA 94126
Andrea can keep us supplied with deposit slips and bank envelopes. Send these checks via registered mail so they can be tracked.
3. First Republic Bank wants all checks from foreign accounts (Canada etc.) are to be sent directly to Andrea, endorsed in the same way as the other checks. However, if the checks from foreign accounts are for U.S. dollars, they can be sent to the bank.
4. Photocopy all checks and send the copies to Andrea so she has a record of donations for tax deduction purposes. If you have a fax machine, you can fax them to her. Email her for her fax number.
5. The EDZ account number will be available on the website, but not to the general public.