**Donor Information Request**

**To be filled out by anyone giving money for overseas projects:**

Under AMT’s charity reporting obligations, we need the information on this form for donations to a missionary or ministry outside Australia which is not listed in AMT’s Daily Prayer Guide. The information collected here is of a personal nature and will not be shared by AMT with anyone unless in cases where we are required by law to do so (eg: any criminal matters). The purpose of the form is to assist AMT with its record keeping requirements under Australian Law. Please return this form to Debbie at accounts@amtglobal.com.au or Kristen at finance@amtglobal.com.au

**Your Personal Details:**

|  |  |
| --- | --- |
| Full Name: | Phone number:  |
| Current address: | Email address: |
| Postal Address (if applicable): |

**Missionary Details:**

|  |  |
| --- | --- |
| Full Name: | Email address: |
| Country where based:  | Organisation Name: |
| Address: | Phone number:  |
| Description of their work: |

**Background:**

|  |  |
| --- | --- |
| How did you hear about this ministry? |  |
| How long have you been supporting this ministry? |  |
| Is this a one-off donation or do you often send through financial support to this missionary or project? |  |
| What involvement do you have with this ministry? (eg: regular prayer, volunteer)  |  |
| Do you get regular reports of their work? When/How? Please attach any copies of the most recent reports, photos, brochures etc that you have been given. |  |
| Have you ever seen their work or project in person? When?  |  |
| What is the purpose of your gift to this person, project or ministry? |  |

**Notes:**

* We will also ask this missionary, project or ministry to send us reports of their work, an audited copy of their financial reports, and an agreement to use the funds only for the purpose that they have been given. If they are unable to comply with these requests, we will be unable to continue to send them funds due to our accountability obligations under Australian regulations.
* If we have to stop transfer of funds, we will return your funds to you less the AMT admin fee unless you ask us to send the funds to another missionary, project or ministry.
* We ask that you add the AMT admin fee of 8% to all donations through AMT to cover admin costs. If admin costs are not mentioned on your donation an amount will be deducted to cover admin costs. Please contact the AMT office to find out more about this.

**Agreement:**

In signing this form, you agree that the information is correct to the best of your knowledge, and you agree to the conditions of donating to this project through AMT.

Signature:

Your Name:

Date: