**Instructions for Use of NYWF173D (New York Wing Deposit Advice for Units below Wing Level)**

1. This form is to be submitted to the Wing Senior Administrator ([nywingfinance@gmail.com](mailto:nywingfinance@gmail.com)) along with a copy of the bank receipt to verify deposit of funds into the unit bank account.
2. Enter date form completed
3. Enter date of deposit at bank (on copy of deposit slip)
4. Enter unit NAME
5. Enter unit Charter number (NYxxx)

Under Itemized list of deposits:

1. Enter name of person, business, organization, etc. monies received from. Each person, etc., should be listed individually on Lines 2-12. If more than 12, begin a new form. Please insure the grand total is on the last page.
2. Enter the account number from the list below that indicates where the money came from, ie: 5310012 (Membership dues), 5225201 (Proficiency flying aircraft maintenance rate), etc. List is second sheet on the excel spreadsheet.
3. Enter description of where money came from: if dues for cadet, list cadet’s name as it may differ from parent
4. If check is deposited, list check #. If cash was deposited, indicate as such.
5. If money received is for aircraft maintenance fee, list tail # of aircraft flown.
6. List amount received.
7. List total amount deposited at bottom of last column on right.
8. Total on the bank receipt must match the total on the NYWgF173D.
9. If monies received are a donation (NOT grant), please include full name of company or individual, address, amount and date of donation in email. You must copy the NYW Director of Administration for *these* deposits only, so a Donation Receipt can be mailed to the contributor. Donation Receipts can **only** be sent from the NYW Director of Administration.