Development Office
Gift Correction Form

Gift to: ☐ Foundation
☐ University

College/Unit: _____
Department: _____

☐ Change Donor Information

Original Gift processed to: Entity ID _____ Date _____
Move gift to: Name: _____
Address: _____
_____

☐ Change Account Designation

Original Gift processed to: Account No. _____ Date _____
Move gift to: Account Name _____
Account No. _____
_____

☐ Change Recognition Credit

Original Recognition given to: Entity ID _____ Date _____
Move credit to: Name: _____
Address: _____
_____

☐ Change Memorial/Honor

Original Mem/Hon recipient to: Entity ID _____ Date _____
Original Mem/Hon recipient to: Entity ID _____
Name: _____

Form completed by: _____
College/Unit: _____ Date: _____
E-Mail Address: _____
Phone Number: _____
Campus Address: _____

Please send this form to University Development @ UNHS along with documentation as to why these changes should be made.

Development Office Use

ID(s)

RC ID(s)

M/H ID(s) _____

Verified by _____ P&A _____