

# Intuit QuickBooks Donation Program

## FAQs

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### Can I get a copy of QuickBooks to manage my company's finances?

B Lab and Intuit have entered into a two-year partnership to donate QuickBooks financial software to Certified B-Corps through B Lab. Certified B-Corps may obtain one free copy per fiscal year of either QuickBooks Premier Industry Edition 1-User 2011, QuickBooks Premier Industry Edition 3-User 2011 or QuickBooks for Mac Edition 2011. The software is the desktop version, available through download. This means once you have been approved to receive a donation, you can begin using the software almost immediately! Donated quantities are limited, though, and availability is on a first come, first serve basis.

### What is my first step if I am interested in taking advantage of the QuickBooks donation?

You must be a Certified B Corporation and your profile must be completed and posted on the B Corporation website. Email Susan Garrigle [link to [susang@bcorporation.net](mailto:susang@bcorporation.net)] to confirm your company's status in the system and on the site with you.

### Once I am authenticated, what do I do?

Email Susan Garrigle [link to [susang@bcorporation.net](mailto:susang@bcorporation.net)] to initiate the process. When your donation request has been approved, an email will be sent to you containing a license key, a download link, and instructions.

### **What's the difference between 1-User and 3-User?**

QuickBooks Premier helps organizations manage essential financial tasks like paying bills, creating invoices, producing reports, and tracking expenses, contributions, and payments. It is best used for small to mid-sized businesses.

The 1-User version allows one installation of QuickBooks within a company. It can be used by itself or connected with other QuickBooks licenses your company may already have. In order to communicate with each other, all copies of the QuickBooks software must be the same edition and year.

The 3-User product allows three people to work on the same QuickBooks company file at the same time. One copy must reside on a server and allows two additional networked users to simultaneously work on QuickBooks at the same time. You can set user permission levels to restrict users from gaining access to certain reports, bank accounts and lists.

QuickBooks Premier 2011 allows a maximum of five simultaneous users to work with the organization's data, but as mentioned, each user must have a unique license.

### **Does QuickBooks handle credit / debit card payments or payroll?**

QuickBooks Payroll, a subscription-based service, works right inside QuickBooks to help you make your payroll easier and more accurate through automatic calculations, the latest tax tables and forms.

You can accept all major credit and debit cards right in QuickBooks if you have an Intuit QuickBooks Merchant Service account, the only payment processing solution that allows you to process payments directly into QuickBooks.

QuickBooks Merchant and Payroll Services are sold separately. There are no hidden fees, no cancellation fees, and no long-term contracts. Find out more at the QuickBooks website [link to <http://quickbooks.intuit.com/product/accounting-software/small-business-management-software.jsp>].

### **How do I know which product is right for me?**

If you would like to learn more about which product is best for your company or if you need to review the hardware and software requirements for installation, please visit the QuickBooks website [link to <http://quickbooks.intuit.com/product/accounting-software/small-business-management-software.jsp>] for more information. You will only be able to order donated product directly through B Lab, so be sure to come back to B Corporation website for ordering.

If you are already a QuickBooks user, you may still take advantage of this donation if you need to upgrade or are looking to add licenses.

### What if I picked the wrong product?

**Please choose carefully!** Only **one** donation is available per corporation per fiscal year. B Lab is not able to make exchanges for other product titles, and is not able to know everything about your business requirements to be able to fairly recommend which product title to choose.

### Are there additional restrictions to receiving this donation?

Yes, your company must warrant that these restrictions do not apply to your company. This means that you will be required to sign a document that attests to the below and this document will be kept on file with B Lab.

- Organizations that advocate, support, or practice discrimination based on age, ethnicity, gender, national origin, disability, race, size, religion, sexual orientation, or socioeconomic background are not eligible to participate in this program. Organizations must be willing and able to attest that they do not discriminate on any of these grounds in order to receive donations.
- Donations are not available for distribution to legislative, political (except for voter registration), or advocacy organizations.
- Religious organizations without a secular community designation are not eligible to receive software through this program. A secular designation is defined as an organization separate from the church or religious organization that provides services to people regardless of their religious beliefs and does not propagate a belief in a specific faith.
- Participating organizations must use Intuit products for their own purposes and not sell, trade, barter, or auction any of the goods donated. Donated products cannot be used as door prizes or party favors, sold at auctions or in thrift stores, or otherwise distributed to another organization.