



## GUIDEBOOK FOR DONATING

Organization Name	IIT Kanpur Foundation
Complete Legal Name	Indian institute of Technology Kanpur Foundation Inc
Address	3790 El Camino Real # 1038, Palo Alto, CA 94306
Emails	President : <a href="mailto:President@iitkfoundation.org">President@iitkfoundation.org</a> CFO : <a href="mailto:CFO@iitkfoundation.org">CFO@iitkfoundation.org</a> Accounts team : <a href="mailto:Accounting@iitkfoundation.org">Accounting@iitkfoundation.org</a>
Phone	+1-650-507-8719
EIN / Tax identification Number	94-3370645

### I. Wire transfers

You may share the instructions below with your banker. Please also inform [cfo@iitkfoundation.org](mailto:cfo@iitkfoundation.org) and [accounting@iitkfoundation.org](mailto:accounting@iitkfoundation.org) after you send the wire. In the email, kindly include details of the program(s) you wish to support at IIT Kanpur and whether you wish the donation to be anonymous. Your email will alert us that the donation is on its way and ensure that it will be used as you intended.

**Recipient Name:** Indian Institute of Technology Kanpur Foundation Inc  
**Bank:** JP Morgan Chase Bank  
**Address:** JPMorgan Chase Bank, N.A.,  
P O Box 182051,  
Columbus, OH 43218 - 2051  
**ABA / Routing Number :** 021000021  
**Account Number :** 844147884

In case you are wiring to us from a foreign bank account:  
**SWIFT code** – CHASUS33



## II. ACH / Cards / Wallets (Apple or Google Pay)

1. Kindly follow the instructions on our online payment page. The link is - <https://www.zeffy.com/en-US/donation-form/a9d3913c-8ab3-4452-aafe-00005277083f>
2. Unless you are donating to the general corpus of IIT Kanpur, it is always best to explicitly mention the purpose for which you are donating in the comments or relevant field provided on the online payment gateway. Unless you are donating anonymously, also include your Roll number to help the team acknowledge your contribution towards IIT Kanpur.
3. You will receive your payment acknowledgement from IITK Foundation as well as tax receipt in real time after you may the payment.
4. For ACH payments: you will be requested by your bank to confirm the transfer request - the payment acknowledgement and tax receipts get auto generated after this. Maximum limit for ACH transfers is \$10,000 per transaction and for Cards it is \$5000 per single transaction. Donors can do multiple ACH/ card transactions in a single day.

## III. Checks

1. You may address the check to IIT Kanpur Foundation and dispatch it to the Foundation's address mentioned earlier.
2. Unless you are donating to the general corpus of IIT Kanpur, kindly attach a letter mentioning the purpose for which you are dispatching the cheque. Unless you are donating anonymously, also include your Roll number to help the team acknowledge your contribution towards IIT Kanpur.
3. It takes up to 4 weeks' time to receive the post in our mailbox and then deposit the cheque in the Foundation's bank account. Posts might take longer if dispatched to us from outside the US.
4. Kindly email us at [cfo@iitkfoundation.org](mailto:cfo@iitkfoundation.org) and [accounting@iitkfoundation.org](mailto:accounting@iitkfoundation.org) when you dispatch a check – it will alert us that the donation is on its way and ensure that it will be used as you intended.

## IV. Gifting of Stocks

To make donation via gifting of stocks, please share the following account information about IIT Kanpur Foundation's account with your broker. Do also inform [cfo@iitkfoundation.org](mailto:cfo@iitkfoundation.org) and [accounting@iitkfoundation.org](mailto:accounting@iitkfoundation.org) by e-mail after the broker makes the transfer.

<b>Brokerage</b>	Morgan Stanley
<b>DTC Number</b>	0015
<b>Account Number</b>	128-061011-100
<b>Account Name</b>	IIT Kanpur Foundation
<b>Account address</b>	3790 El Camino Real # 1038, Palo Alto, CA 94306
<b>IITK Foundation Tax Id</b>	94-3370645



## V. Donor Advised Funds

Depending on the DAF platform you use, the DAF manager might reach out to IIT Kanpur Foundation to seek clarifications on the donations before they release money to IIT Kanpur Foundation. Please feel free to share this document with your DAF manager to assist them with any details about IIT Kanpur Foundation.

1. DAF's may use any of the modes of transfer: ACH, cheques and wire transfer.
2. IIT Kanpur Foundation can never have any visibility about how a donor's DAF will make the transfer of money to us or how much time the DAF takes to process the donor's transfer request. In the past, it has taken anywhere up to 3 months for DAF's to transfer the funds to us.
3. As a best practice, do keep [CFO@iitkfoundation.org](mailto:CFO@iitkfoundation.org) and [Accounting@iitkfoundation.org](mailto:Accounting@iitkfoundation.org) in the loop if you have requested your DAF for a donation. On a best-efforts basis, the IIT Kanpur Foundation team can try to check with your DAF on the status of the payment. Most DAF's are not obliged to answer queries raised by nonprofits. In our experience, it is not uncommon for many DAF's to be unresponsive.

## VI. Company Matching Donations

There are 2 ways that you can make company matching donations –

1. Donate directly to IIT Kanpur Foundation via any of the modes listed above (Wire / Stocks / DAF etc) first. Then inform your company of your donation and ask them to make a matching donation; OR
2. Ask your company to make your contribution as well as the company's matching donation, both together, through your company's donation making platform.

**Case I :** In the former case, where you first donate directly, depending on your organization's internal systems, the steps are as follows:

1. You will have to share the proof of your donation with your organization – the relevant person you must request might be from the Finance / HR / Marketing teams. Please check in your organization about the relevant person to contact.
2. Your company contacts IIT Kanpur Foundation to confirm the donation details you have shared with them
3. The company might ask for our banking details – sometimes from you, or they might check with IIT Kanpur Foundation directly on this. Feel free to use this document to share IIT Kanpur's banking information with your company.
4. Your company then processes the corporate matching donation and “settles” the amount to IIT Kanpur as per their internal corporate payment policies.
5. It takes anywhere between 6 weeks to 6 months to receive the matching donations from companies in this manner.
6. Companies transfer via ACH, Cheques and sometimes wire transfer.
7. IIT Kanpur Foundation can never have any visibility as to how much time will your company take, how much donation they will make, nor how they make the transfer of money to us.
8. As a best practice, do keep [CFO@iitkfoundation.org](mailto:CFO@iitkfoundation.org) and [Accounting@iitkfoundation.org](mailto:Accounting@iitkfoundation.org) in the loop if you have requested your company to make a matching donation. On a best-efforts basis, the IIT Kanpur Foundation team can try to check with your company on the status of the matching donations. Most companies are not obliged to answer queries raised by nonprofits. In our experience, it is not uncommon for companies to be unresponsive.



**Case II:** In case you wish to make both your and your company's matching donation together through the company's platform:

1. On your company's corporate donation matching platform:
  - a. Look up for - IIT Kanpur Foundation
  - b. In case you cannot find it, try searching the full name "Indian Institute of Technology Kanpur Foundation"
  - c. Inform [CFO@iitkfoundation.org](mailto:CFO@iitkfoundation.org) in case the name is not listed. The team at IIT Kanpur Foundation will work towards getting the name included in your organization's corporate donation platform. In this situation, please make the donation through any of the other ways mentioned in the guidebook
2. After you found IITK Foundation listed on the company's platform, create your recurring or one-time donation on the platform
3. Your company follows steps 4 onwards (listed in prior section 'Case I' above) after this.
4. After making the matching donation request to your company, do also forward the confirmation email sent by your company's donation system to [cfo@iitkfoundation.org](mailto:cfo@iitkfoundation.org) and [accounting@iitkfoundation.org](mailto:accounting@iitkfoundation.org).

## PAYMENT ACKNOWLEDGEMENTS

1. In case the donations are made via our online Payment Gateways, the payment acknowledgements are issued immediately. For other modes of donation, IIT Kanpur Foundation issues payment acknowledgement via email within 5 working days of credit of the donation in the Foundation's bank or brokerage account.
2. There are many logistical steps before the funds get credited to our account. It is not feasible for the Foundation's team to keep the donors updated about which exact stage of the processing is their donation at. The Foundation recommends all donors to make their donations online via its payment gateway. If that is not possible, it is suggested to send documents through tracking post / couriers so that the donors may track the documents at their end.
3. US tax residents can tax-offset the donations they make to IIT Kanpur Foundation when they file their personal income tax returns in the US.
  - a. For donations made directly to IIT Kanpur Foundation (donations via IITK Foundation's online payment gateway, via Wire Transfers, via checks, or via direct stock donations): The Foundation issues tax certificates to the donors directly. These are issued electronically – there is no provision for sending postal tax certificates. It is hence important that the donors should include their correct email address while making the donations.
  - b. For donations made indirectly (Via DAF's or company donation matching platforms): The donor's DAF or the donor's company's platform issues the tax certificate to the donor.