



Indian Institute of Technology Foundation, Inc.

3790 El Camino Real #1038

Palo Alto, CA 94306

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 : President@iitkfoundation.org CFO : CFO@iitkfoundation.org Accounts team : Accounting@iitkfoundation.org
Phone	+1-650-507-8719
EIN / Tax identification Number	94-3370645

Via Wire transfers

You may share the instructions below with your banker. Do also inform cfo@iitkfoundation.org and accounting@iitkfoundation.org by e-mail after you wire the funds.

VERY IMPORTANT - Please ensure including the "For Further Credit to" instructions when wiring

Bank: Citibank

Address: 111 Wall Street

New York, NY 10043

ABA#: 021000089

For benefit of: Morgan Stanley

Beneficiary Account Number: 40611172

For further credit to:

Account No.: 128-061011-100

Account Name: IIT KANPUR FOUNDATION

Explanation - IITK Foundation's account is at Morgan Stanley. However, the wires are received at the Morgan Stanley's account at Citibank (Account number is 40611172). Within Morgan Stanley - our Account number is 128-061011-100. Hence it is crucial to include the "For Further credit to:" information when wiring.



Via ACH / Cards / Wallets (Apple / 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. **Note-** For ACH payments, you will be requested by your bank to confirm the transfer request. The payment acknowledgement as well as transfer receipt will get auto generated as soon you confirm the transaction.

Via 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 and accounting@iitkfoundation.org by e-mail after the broker makes the transfer.

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



Via Donor Advised Funds –

Depending on the DAF platform you use, they 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 to assist them with any details about IIT Kanpur Foundation.

1. It takes anywhere between 2 weeks to 3 months for DAF's to transfer the funds to us.
2. DAF's may use any of the modes of transfer: ACH, cheques and wire transfer.
3. IIT Kanpur Foundation can never have any visibility about the time your DAF takes, nor how it will make the transfer of money to us
4. As a best practice, do keep cfo@iitkfoundation.org and 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.

Via Company / Corporate Matching Donations –

There are 2 ways that you can donate via company matching donations –

1. First donate directly to IIT Kanpur Foundation via any of the modes (Wire / Stocks / DAF etc). Then inform your company of your donation and ask them to donate a corporate matching donation
2. Pay your personal as well your company's corporate matching donation together through your company's donation 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 find out internally.
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 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 and 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 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.
2. Create your recurring or one-time donation on the platform
3. Your company follows steps 4 onwards (listed in prior section above) after this
4. After making your donation commitment, do also forward the confirmation email sent by your company's donation system to cfo@iitkfoundation.org and accounting@iitkfoundation.org.