

SHIV NADAR FOUNDATION – US

PROCESS NOTE FOR DONATIONS / CONTRIBUTIONS

CONTENTS

1. Process note to Foreign Citizen -----Page :1- 5
2. Process note to Indian residents -----Page :6- 7

1. Process note to Foreign Citizen

a. US Donors Who require US Receipt

For all the alumni in US who would like to pay in US currency and require a US receipt for tax purposes in US they can contribute to the SNF account in Sunnyvale California.

Alumni can contribute by using these options:

- i. Obtaining Account/Routing Number from Mr. Inderjeet Suri for making online transfer payment. Contact details of Mr. Inderjeet Suri - Phone: (425) 305-0114, [Email: inder@hcl.com](mailto:inder@hcl.com) (or)
- ii. Sending a Personal or Cashier Check at Sunnyvale office address (Attn: Inderjeet Suri) Alumni have to fill up a covering letter and send us the form via email and mail a hard copy to Sunnyvale office.

Name of the Entity : SHIV NADAR FOUNDATION

Address : 2600 Great America Way, Suite 101

: Santa Clara CA 95054

Employer Identification No (EIN) : 27-2128696

Please keep the SSN Alumni Relations Office (ARO) in CC on all communication by tagging the email address alumniofficer@ssn.edu.in

Covering Letter

The Foundation shall accept donations from individuals and organizations interested in the objectives of the foundation. The prospective donor shall provide a covering letter clearly providing the purpose of the contribution.

The Specimen covering letter is as provided below.

Dated XXXX

M/S SHIV NADAR FOUNDATION

2600 Great America Way, Suite 101

Santa Clara CA 95054

Dear Sir,

Please find enclosed herewith a Check for \$ XXXX (*USD Amount in words*) as donation towards corpus fund of your Trust. Following are the necessary details:

Name of the Donor :
Address :
Instrument Details :
Amount :

The above donation may be used for **Scholarship for SSN/ General charitable Purposes** (*tick whichever is applicable*)

Please acknowledge the receipt and issue a receipt for exemption from income tax purposes

Thanks & Regards,

Name of the Donor

(Signature)

Acknowledgement / Receipt

The Foundation shall provide a receipt to acknowledge the contribution received. The specimen receipt is given below

Dear Contributor:

This letter is to acknowledge your contribution made to Shiv Nadar Foundation, an organization described in section 501(c)(3) of the Internal Revenue Code and California Revenue and Taxation Code Section 23701, that is qualified to receive contributions deductible for federal and California state income tax purposes, provided the contribution is made exclusively for charitable purposes.

We appreciate your contribution of \$ _____ made on the DAY of MONTH YEAR

We further confirm for you that no goods or services were provided to you in consideration, in whole or in part, for your contribution.

Sincerely,

For Shiv Nadar Foundation

Authorized Signatory

Written Communication Requirement

In order to obtain a tax benefit for making a charitable contribution (made in taxable years beginning after August 17, 2006) the donor must obtain and keep a bank record or a written communication from the organization as a record of the contribution. Written records prepared by the donor (such as check registers or personal notations) are not sufficient to support charitable contributions. Bank records for this recordkeeping requirement include bank or credit union statements, canceled checks, or credit card statements.

Other Points

1. Receipt shall be provided for any amount of contribution received by the foundation,
2. The receipt will be issued in the SNF letter head and will have signature from the authorized signatory,
3. The Receipt shall be issued on the date the contribution is received,
4. The Foundation shall not receive any donation in kind,
5. The foundation for the time being shall not provide any goods or services to the donors towards contributions received.

Authorized Signatory

All the communications / receipt and Acknowledgements will be signed by Mr.
Inderjeet Singh Suri

2. Process note to Indian residents living abroad contributing through Indian banking channel

Payment can be made through payment gateway by an Indian citizen online through undermentioned payment gateway :

<https://axisbpayments.razorpay.com/SSN-alumni-donation>

- a. Name of the remitter
 - b. PAN
 - c. Donor Address: Indian residential address
 - d. PIN Code
 - e. Type of Donation : General / Sports / Rural
 - f. Donor email
 - g. Donor Phone
 - h. Current Company
 - i. Graduation Year
 - j. Program
 - k. Course Name
 - l. Donation Amount (Others)
 - m. Tree Plantation Contribution
 - n. Mess Bill for a Student
 - o. Exam Fee for a Student
 - p. Research Project Sponsorship
- The donor shall get a receipt in his mailbox on deposit of the contribution.
 - Accordingly benefit under Income Tax can be claimed by donor while filing his/her Income Tax return.

DONOR REGISTRATION FORM

1. Name
2. Degree
3. Branch
4. Mobile no
5. Email id
6. Year of passing
7. Current City
8. Amount
9. Date of transfer
10. Address to which the receipt is to be sent
11. PAN CARD No
12. Feedback About the Donation Campaign (Wishes/ Message/ comments)