



Guidebook for Monthly/Recurring Donation

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

How to set up your Monthly MAGIK Donation:

Step 1: Tap Donate Now > USA > Pay Now

Step 2: Choose your recurring amount or add your own

Step 3: Fill in your details (don't forget to mention if it's a corporate donation)

Step 4: Select your purpose:

- **MAGIK (Generic)** – individual donation for IITK
- **MAGIK – Class Specific** – goes to your class fund (for selected classes only)

Step 5: Enter your card info, **Pay** – and you're done!

Frequently Asked Questions (FAQs):

Q1: Where does my money go?

A1: Your donations support a wide range of initiatives at IIT Kanpur, including scholarships, research programs, campus infrastructure, and student activities. Every contribution helps us enhance the educational experience and advance our mission.

Q2: When will my donation be deducted?

A2: Your donation will be deducted on the same date each month that you initially set up your monthly gift. For example, if you started your donation on the 5th, it will be deducted on the 5th of every subsequent month.

Q3: When will my name be reflected on the wall of donors?

A3: Your name will be added to the wall of donors once your recurring payment is initiated and received in our bank account. This process usually takes 10 working days, after which your name will be displayed on the Wall of Donors.



Q4: What are the tax benefits and when can I get my receipt?

A4: Donations to IIT Kanpur are 100% tax-deductible and there is no limit on the amount. You will receive a receipt for your donations annually after the end of the financial year (i.e. in January of the subsequent year). which you can use for tax purposes. If you are facing issues in receiving your tax receipt, please contact us at: accounting@iitkfoundation.org

Q5: I have donated to MAGIK and also to other charitable causes at IITK this year. Can I obtain a single receipt for all the donations?

A5: You will receive separate tax receipts for the different donations you make. For your MAGIK donation - a receipt is generated for your cumulative payments during the year.

Q6: Why is my monthly donation receipt dated December 30th?

A6: The payment processor (Zeffy) creates a cumulative receipt for your monthly giving. Since you give multiple times a year, there is no exact date for your giving. Zeffy chooses to date the receipt at the end of the year to be inclusive of all donations, but that does not mean the payment was made on that date. We assure you that the receipt is eligible to be used!

Q7: How to update / cancel monthly donation amount?

A7: Yes, you can cancel your recurring contribution at any time. Kindly refer to this link: <https://support.zeffy.com/how-can-i-edit-or-cancel-my-monthly-donation>