GUIDEBOOK FOR DONATIONS

ABSTRACT

Thank you for considering Udayan Care USA for your support. This document provides a quick summary of payment options for donations.

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Lighting up young minds

GUIDEBOOK FOR DONATING

Organization Name	:	Udayan Care USA
Complete Legal Name	:	Udayan Care USA
Address	:	Udayan Care USA
		631 Brawley School Rd
		STE 300, PMB 229, Mooresville, NC 28117
Emails	:	President: tarun@udayancareusa.org
		Treasurer: gokul@udayancareusa.org
EIN/Tax Identification Number	:	27-1935992. Form 990-EZ-2021.

Zelle (USA Interbank Funds Transfer)

Use gokul@udayancareusa.org (Name : Udayan Care USA) for our Zelle recipient's registered email (with Chase Bank)

Paper Check

1. You may address the check to Udayan Care USA and dispatch it to the Foundation's address:
Udayan Care USA
631 Brawley School Rd
STE 300, PMB 229, Mooresville, NC 28117

2. Please attach a letter mentioning the purpose for which you are dispatching the check. Since funds are being raised for multiple programs and projects, the letter will help us earmark the funds for the initiative of your choice.

3. It typically takes 2 to 4 weeks to receive the post in our mailbox and deposit the check in Udayan Care USA's bank account. Posts dispatched to us from outside the US might take longer.

4. It is advised to send an email to gokul@udayancareusa.org when you dispatch the check.

Electronic Fund Transfers: EFT, Wire or Mobile deposit (Domestic or International)

Donors should use the following Chase Bank recipient information. After you wire the funds, email gokul@udayancareusa.org

Bank Name	JP-Morgan Chase Bank, USA
Bank Address	JP-Morgan Chase Bank, N.A., PO Box 182051, Columbus, OH 43218-2051
Bank Routing Number	#044000037 (For Domestic)
Bank SWIFT Code	CHASUSU2XXX (For International)
Beneficiary Name	Udayan Care USA
Beneficiary Account Number	612036829
Beneficiary Account Type	Business Checking

Common Stock or Equity

The donor should obtain a "Stock Donation Form" from her / his brokerage firm and return the completed form to them with the following five Udayan Care specific fields filled out.

    A. Recipient Charity Full Name : Udayan Care USA
    B. Recipient Charity Employer Identification Number : 27-1935992
    C. Charity's Broker Firm: E-Trade Brokerage
    D. Charity's Account Number : 5308-6643
    E. Charity's Brokerage DTC Number : 0385

Once the completed form is submitted to the Donor's brokerage firm, the Donor should contact Udayan Care USA to let them know of the incoming Stock Equity.

Donor Advised Funds

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

1. DAF's may use any of the modes of transfer; ACH, cheques and wire transfer.
2. Udayan Care USA 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 between 2 weeks to 3 months for DAF's to transfer the funds to us.

3. As a best practice, do keep gokul@udayancareusa.org in the loop if you have requested your DAF for a donation. On a best-efforts basis, the Udayan Care USA team can try to check with your DAF on the Status of the payment. Most DAFs are not obliged to answer queries raised by nonprofits. In our experience, it is not uncommon for many DAFs to be unresponsive.

Company Matching Donations

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

1. Donate directly to Udayan Care USA via any modes listed above (Wire/ Stocks/ DAF etc.) first. Then inform your company of your donation and ask them to make a matching donation;

<div align="center">OR</div>

2. Ask your company to make your contribution and the company's matching donation 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 with the relevant person. Please check in your organization about the relevant person to contact. Generally, the appropriate person may be from Finance/HR/Marketing teams.
2. Your company contacts Udayan Care USA 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 Udayan Care USA directly. Feel free to use this document to share Udayan Care USA's banking information with your company.
4. Your company then processes the corporate matching donation and "settles" the amount to Udayan Care USA as per their internal corporate payment policies.
5. Receiving the matching donations from companies in this manner takes anywhere between 6 weeks and 6 months.
6. Companies transfer via ACH, Cheques and sometimes wire transfer.
7. Udayan Care USA can never see how much time your company will take, how much donation they will make, or how they transfer money to us.
8. As a best practice, keep gokul@udayancareusa.org in the loop if you have requested your company to make a matching donation. On a best-efforts basis, the Udayan Care USA team can 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 Udayan Care USA
   b. In case you cannot find it, try searching the full name "Udayan Care USA"
   c. Inform gokul@udayancareusa.org if the name is not listed. The team at Udayan Care USA will work towards getting the name included in your organization's corporate donation platform. In this situation, please donate any of the other ways mentioned in the guidebook
2. After you find Udayan Care USA listed on the company's platform, create your recurring or one-time donation on the platform
3. After this, your company follows steps 4 onwards (listed in the prior section 'Case I' above).
4. After making the matching donation request to your company, forward the confirmation email sent by your company's donation system to gokul@udayncareusa.org.

PAYMENT ACKNOWLEDGEMENTS

1. In case the donations are made via our Payment Gateways, the payment acknowledgements are issued immediately. For other modes of donation, Udayan Care USA issues payment acknowledgement via email within five working days of crediting the donation to Udayan Care USA's bank or brokerage account.

2. There are many logistical steps before the funds get credited to our account. It is not feasible for Udayan Care USA's team to keep the donors updated about the exact stage of their donation processing. Udayan Care USA recommends that all donors make donations online via its payment gateway. If that is not possible, sending documents through tracking post/couriers is suggested so the donors can track the documents.

3. US Tax residents can tax-offset the donations they make to Udayan Care USA when they file their personal income tax return in the USA.

   a. For donations made directly to Udayan Care USA (donations via Udayan Care USA's online payment gateway, Wire Transfers, checks, or 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 include their correct email addresses while making the donations.
   b. For indirect donations (via DAFs or company donation matching platforms), the donor's DAF or the donor's company's platform issues the tax certificate to the donor.

THANK YOU!!

For more information regarding Udayan Care USA, please visit:
https://www.udayancareusa.org