



HOW TO DONATE TO CALGARY ROTARY CLUBS' FOUNDATION ONLINE

Go to www.calgaryrotaryfoundation.ca

Click on the tab that says "**How to Contribute**"

Scroll down and click on "**Contribute Online – Visit ATB Cares**"

You will be redirected to the Calgary Rotary Clubs Foundation Page at ATB Cares website. Confirm you are on this page. Scroll down and click on "**Choose this Cause**"

Enter your donation amount. You will see the amount ATB is contributing as a match to your donation.

ATB will contribute gifts at 15% to a maximum of \$1,000. For example, if you donate \$1,000 they will contribute \$150; if you donate \$5,000 they will contribute \$750; if you donate \$6,700, they will contribute \$1,000; if you donate \$10,000, they will contribute \$1,000.

Click on "**Add Donation to Cart**"

Review the information on the screen and click on "**Make Donation**"

Enter your personal details, i.e. name, address, etc.

At the bottom of the page, there is a place to put comments for the charity. In order to ensure proper tracking of the funds, it is imperative to enter the following:

"Contribution on account of Calgary South Rotary Club"

Click on "**Submit**"

Review the information on the screen and click on "**Click to proceed to Secure Payment Page**"

Enter your credit card details and click on "**Process Transaction**"

The screen will confirm your contribution.

You will receive an official tax charitable donation receipt promptly by email.

This is the only tax receipt you will receive.

Save it for preparation of your 2017 personal income tax return.