



## HOW TO DONATE TO CALGARY ROTARY CLUBS' FOUNDATION ONLINE

Go to [www.calgaryrotaryfoundation.ca](http://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 "YOUR ROTARY CLUB'S NAME"**

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 next personal income tax return.