

INSTRUCTIONS - FILLING OUT THE DEED OF COVENANT

Thank you for your donations to St. Dominic's Children's Home!

It is a simple process in which the SDCH staff is willing to assist.

Please use the SDCH Deed Template which can be downloaded from the SDCH website at <https://stdominicschildrenshome.org/>

For further information, please contact us at: stdominicsshalomcentre@gmail.com

Follow the process below:

- Fill out the Deed Template in triplicate in BLOCK LETTERS and in black ink. Do not use any abbreviated form of your name or address. Any alterations must be initialled.
- Insert your Board of Inland Revenue (BIR) file number on the Deed.
- Please use Legal Sized Paper (8.5" x 14") only.
- Print and sign three (3) copies of the Deed and have your signature witnessed. The witness must also include his/her name, address and occupation in block letters.
- Send the three signed originals to SDCH for inclusion of the RC Archbishop's stamp and signature.
- We can arrange for the completed Deeds to be stamped and approved by the Board of Inland Revenue. After approval is received, SDCH will send one of the approved originals to you for your files.
- Your donation can be made by direct deposit to the following SDCH Bank Account:

St. Dominic's Children's Home

RBC Royal Bank

Business Account

Account type: Chequing

Bank account #100091013390013

- You are required to send a copy of the direct deposit receipt to: stdominicsshalomcentre@gmail.com
- SDCH will issue a receipt for the donations received for filing with your income tax return.
- Please note that the amount of the pledge stated on the Deed must be paid before December 31st for the donor to get the tax deduction in the year(s) as noted on the Deed.

Multi-Year Deed of Covenant

You can also submit multi-year deeds. If you plan to give/donate up to a specific amount for more than one year, you can indicate that on your deed. The benefit of this is that you will not have to file a deed each year.