

TMC Guidance on Receipt Books

- **Receipt book is a property of ISKCON GBC - it is a very important document. Treat the Book like you would treat any valuables like Cash/Jewellery etc.** If you lose it then you will have to file a complaint with Police and bring a letter.
- **Please write in English or Hindi only in the Receipt book.** Do not write any other language like bengali, telugu etc - we cannot read and enter them in our ERP system.
- **Issue receipts only for amounts above ₹100.** For smaller amounts, collect and deposit in Seva office for a single receipt.
- **Use one mobile number per donor. Do not use the same number for multiple donors.**
- **Include the donor's full name, mobile number, and complete address on every receipt.**
- **If the cash donation is more than ₹5000, the donor's PAN number is required.**
- **If a cheque of ₹2000 or more is given and the donor requests an 80G receipt, a PAN number is compulsory.**

- **Do not overwrite or make corrections on a receipt.** If there is a mistake, issue a new receipt.
- **If a receipt needs to be cancelled, do not tear it.** Just mark it as “Cancelled” and keep the original copy in the book.
- **ALL RECEIPT BOOKS MUST BE SUBMITTED BEFORE RADHASHTAMI.** If any delays then we may limit books to you in the future.

Please note Terms and Conditions (T&C):

- This donation receipt is an acknowledgement only and not for the purpose of claiming 80G deduction.
- Form No. 10BE, i.e., Certificate of donation under clause (ix) of sub-section (5) of section 80G of the Income Tax Act, 1961, will be issued to you as per provisions of Income-tax Act, 1961, and rules made thereunder. Generally 10BE will be issued by 31st May of the following financial year.
- For all type of donations, irrespective of amount and mode of payment, full legal name and address with PIN are required. Further PAN is compulsory to obtain Form No. 10BE. Please ensure that the same are mentioned correctly in the donation receipt.
- Form No. 10BE is not available for any cash donation.
- 10BE will be available in PDF version only. Please ensure to mention correct WhatsApp number and E-mail id to receive the same.
- PAN is compulsory for all donation of Rs. 50,000/- or more.
- In case of payment by cheque, this donation receipt is valid subject to clearance of the cheque.
- ISKCON's Unique Registration Number for 80G - AAATI0017PF20219 is valid till March 31, 2026 and to be renewed thereafter periodically as per provisions of Income-tax Act, 1961, and rules made thereunder.
- In case of any error/discrepancy in this receipt, including your Name, address and PAN, E-mail ID, WhatsApp number etc. please contact the receipt issuing centre for correction.

Thank you for your support.

Please chant

HARE KRISHNA HARE KRISHNA KRISHNA KRISHNA HARE HARE
HARE RAMA HARE RAMA RAMA RAMA HARE HARE
 and be happy.

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