



DEEDS OF COVENANT

Deeds of Covenant allows the Donor to receive a **Tax Credit up to 15% of the Individual's or Company's total yearly income**. Deeds of Covenant may be registered for one year, or for as many years the Donor prefers.

The Donor is free to specify the beneficiaries within the RC Archdiocese of Port of Spain, of their donation, e.g., a Catholic School, a Catholic Church, Pandemic Relief, Feeding the Poor, Society of St Vincent De Paul, Christ Child Convalescent Home, St Dominic's Children's Home, Lady Hochoy Home, St. Peter's Home, Archbishop's Appeal Projects - Education, Seminarians, National Trust Catholic Heritage Properties of Interest, and any other worthy cause under the umbrella of the Archdiocese of Port of Spain.

The process to register a Deed of Covenant is straightforward, and the Archbishop's Appeal is happy to assist in making it as hassle-free, and seamless as possible for Donors. Processing of Deeds of Covenant is ongoing throughout the year, with deadline of December 5th, for submitting the signed copies of the Deeds of Covenant to be registered at the BIR.

Steps to registering a Deed of Covenant:

1. Visit www.appealtt.org/deeds-of-covenant to access the *Statement of Intent*, complete online, save to your computer, print, and sign. **Kindly ensure BIR registered names and addresses are used.**
2. Scan, and email the completed *Statement of Intent* to Appeal@CatholicTT.org.
3. The Archbishop's Appeal Office will prepare 3 originals of the *Deed of Covenant* for the Donor to sign, or the Donor could prepare 3 originals of the *Deed of Covenant*, complete online, save to their computer, print, and sign, along with a witness.
4. The Donor submits payment to cover the relevant BIR Stamp Duty required to register their Deed of Covenant. This fee could be submitted along with the 3 signed originals of their Deed of Covenant and returned to the Archbishop's Appeal.
5. Deed of Covenant Administrative Fee (TT\$150) is payable to the Archbishop's Appeal, either separately or via deduction from donation. Donor indicates preference on the *Statement of Intent*.
6. OPTION: The Donor makes their Deed of Covenant donation directly the Archbishop's Appeal. Part payments throughout the year or lump sum payment is acceptable. Payments to the Archbishop's Appeal via online bank transfer, direct deposit into Archbishop's Appeal bank account, or cheque drop-off to The Chancery for the attention of the Archbishop's Appeal.
7. OPTION: The Donor makes their Deed of Covenant donation via online bank transfer or direct deposits or direct payment to a parish. The Donor is required to submit to the Archbishop's Appeal, proof of payment via email to Appeal@CatholicTT.org.
8. Upon receipt of the BIR registered *Deed of Covenant*, a BIR stamped original is returned to the Donor. The Chancery retains a BIR stamped original.
9. Upon receipt of the Donor's donations either fulfilling the stated amount or part thereof by December 31st, noted on the registered *Deed of Covenant*, the Donor will be issued their BIR Receipt.

Please feel free to contact us E: Appeal@CatholicTT.org, or T: (868) 622 2691 if you have any questions, require clarification, or if we could assist further.

RC ABP POS / ARCHBISHOP'S APPEAL BANK ACCOUNTS

Republic Bank #3400 0076 8901 • Scotiabank #74815 1203181

Royal Bank #11000 00006 66705 • First Citizens Bank #1877233