

INSTRUCTIONS - FILLING OUT THE DEED OF COVENANT

It is a simple process in which the UWTT staff is willing to assist. The Form can be downloaded from [here](#).

Simply follow the process below:

- **Fill out the forms in triplicate** in **BLOCK LETTERS** and in **black** ink. Do not use any abbreviated form of your name or address. Any alterations must be initialed.
- Ensure to insert your Board of Inland Revenue (BIR) file number on the Deed.
- Print and sign all three forms and have your signature witnessed. The witness must also write in his/her name, address and occupation in block letters.
- Send the three originals to UWTT for inclusion of UWTT stamp and signature.
- We can arrange for the completed form to be stamped and approved by the Board of Inland Revenue. The stamp duty, of TT\$2.00 per TT\$1,000 donated, will be requested by the BIR for processing. After approval is received, UWTT will send one of the approved originals to you for your files.
- 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. A receipt from UWTT will be issued for the sum paid for filing with your income tax return.