



HIP GIVE
by  **HISPANICS IN
PHILANTHROPY**

How to Create your Recurring Giving Page

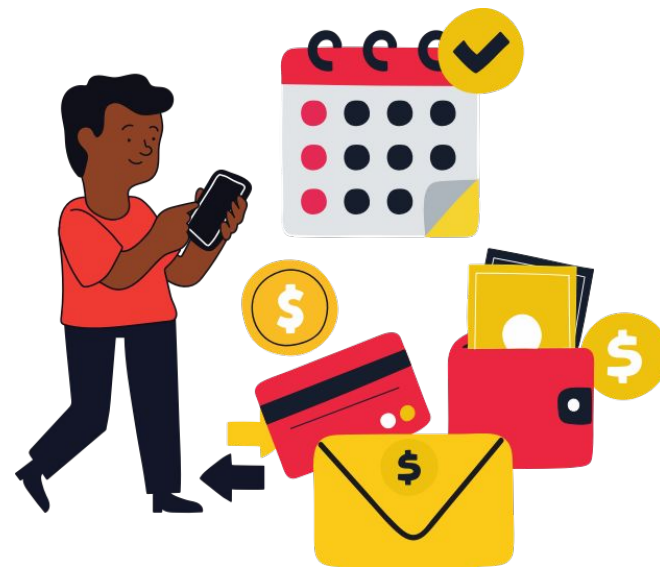
Recurring Giving Campaigns

HIPGive HIPGive is Hispanics in Philanthropy's digital platform that makes it possible to mobilize resources for social impact projects throughout the Americas.








Through our suite of innovative tools including crowdfunding campaigns, permanent digital campaigns, peer to peer giving and digital giving circles, people and organizations come together to create community and make an impact in our world.

In this guide you will learn how to use the platform to publish your organization's page and receive monthly, quarterly, semiannual or unique donations.

The guide is focused only on the technical features of the platform. If you would like further guidance on the strategies you should employ for your recurring giving campaign, please participate in our training sessions or contact us at hipgive@hipfunds.org



Why should you use HIPGive for your recurring giving campaign?

-  Low cost (5% + commissions retained for payment processing)
-  Monthly funds transfer
-  Secure transactions
-  Access to your HIPGivers' contact details
-  100% bilingual Spanish - English
-  Tax deductible receipt for the US and Mexico
-  Community and technical support from HIPGive staff



1. Log in or sign up

- 1.1 Click “Log in or Sign Up”
- 1.2 Fill in the registration form

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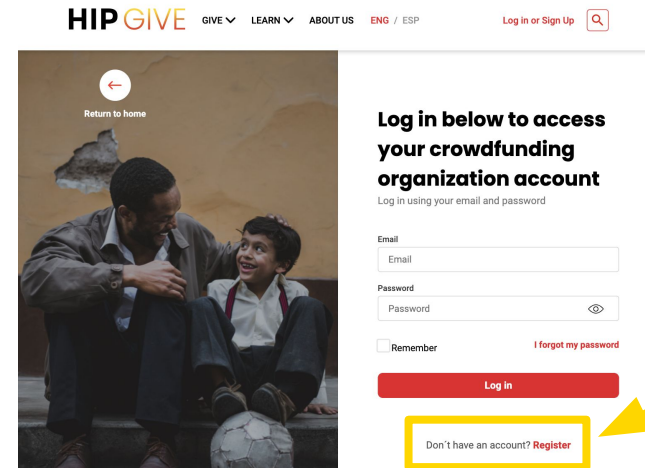
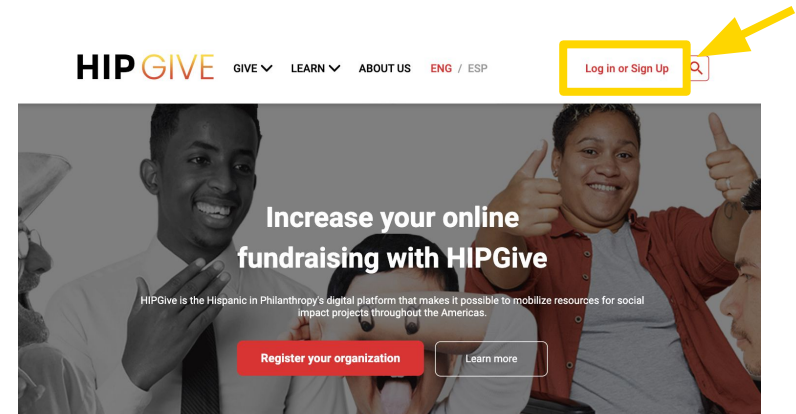
1. Log in or sign up

1. Log in or sign up

1.1 Click “Log in or Sign Up”

The first step to use HIPGive.org is to create an account.

- From the homepage, click on “Log in or Sign Up”.
- If you already have an account, enter your email and password to access the platform.
- If this is the first time you’re using HIPGive, select “Register” at the end of the section to create a new account.

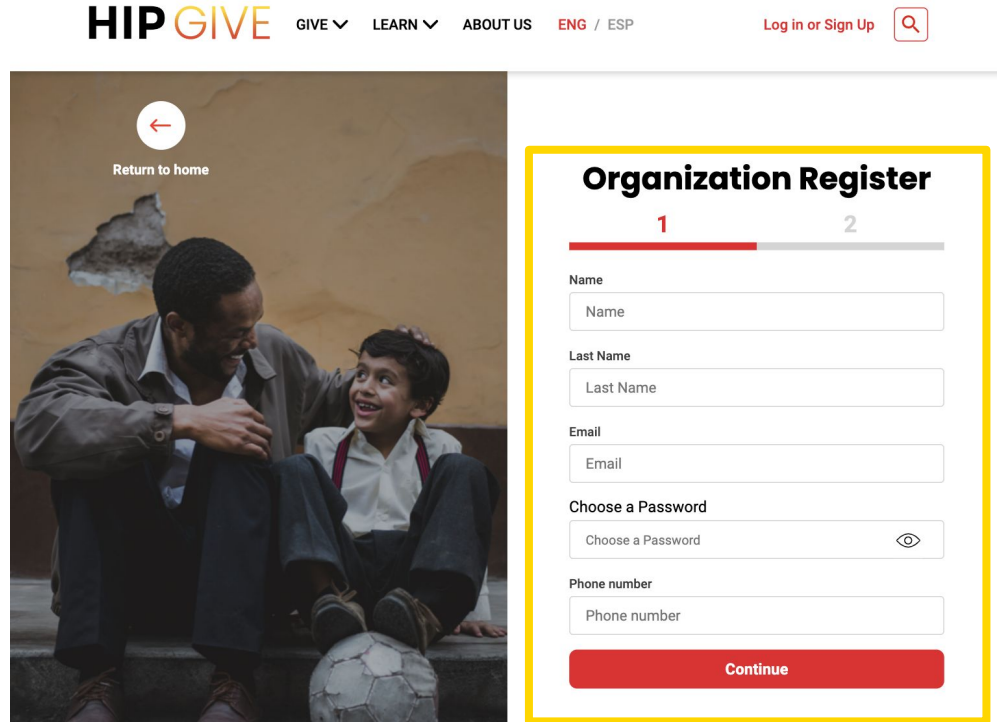


1.2 Fill in the registration form

If it's the first time you're using HIPGive, fill in the registration form with your name, surname, email and telephone number.

Choose and enter a password.

Keep a copy of your password! You'll need it each time you want to use HIPGive.

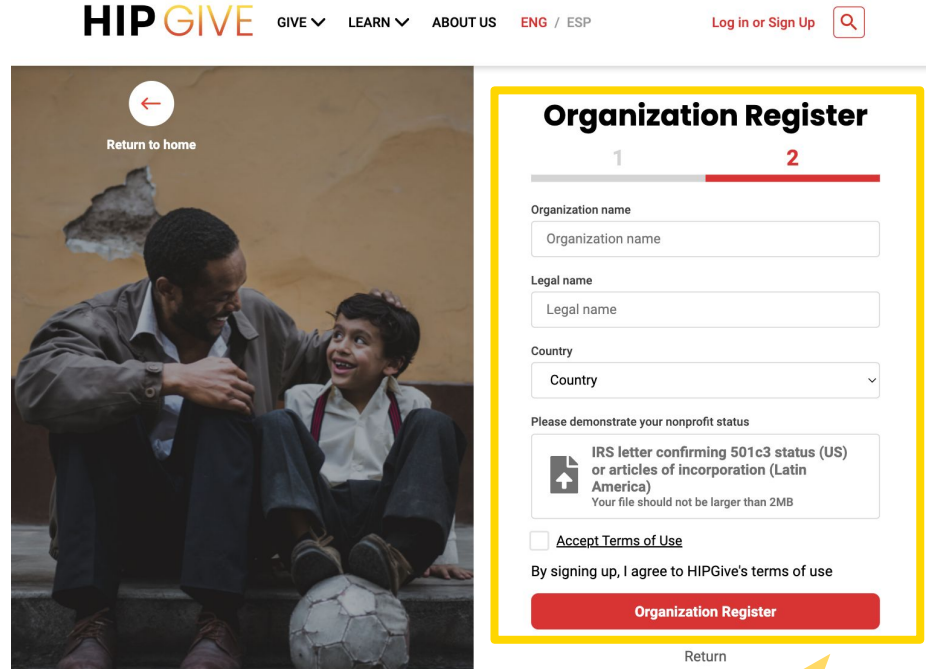


The screenshot shows the HIPGive website header with navigation links: GIVE, LEARN, ABOUT US, and language options (ENG / ESP). There are also links for 'Log in or Sign Up' and a search icon. The main content area features a large image of a man and a boy sitting on a ledge, with a soccer ball. A 'Return to home' button is visible in the top left of the image. The registration form is titled 'Organization Register' and has a progress indicator showing step 1 of 2. The form fields are: Name, Last Name, Email, Choose a Password (with a visibility toggle), and Phone number. A red 'Continue' button is at the bottom of the form. A yellow arrow points from the bottom of the page to the 'Continue' button.

1.2 Fill in the registration form

Then, add your organization's name, legal name and country.

Finally, upload proof of your nonprofit status, either a letter from the IRS confirming 501c3 status (US), or your articles of incorporation or "acta constitutiva" (Latin America).



The screenshot shows the HIP GIVE website's registration process. The top navigation bar includes the logo, links for GIVE, LEARN, ABOUT US, and language options (ENG / ESP), along with a 'Log in or Sign Up' button. The main content area features a large image of a man and a boy sitting on steps, with a 'Return to home' button above it. To the right, a yellow-bordered box highlights the 'Organization Register' form. The form is divided into two steps, with step 2 being the active one. It includes input fields for 'Organization name' and 'Legal name', a 'Country' dropdown menu, and a section for uploading proof of nonprofit status. Below this is a checkbox for 'Accept Terms of Use' and a red 'Organization Register' button. A yellow arrow points to this button, and the word 'Return' is written below it.

When you register for HIPGive, you accept the terms and conditions. You can read them [here](#).

2. Update your organization's profile

2. Update your organization's profile

2.1 Edit your organization's information


- Find the Organizations section on the menu to the left
- Under Organizations click on "My Organization"



The screenshot shows the HIP GIVE organization profile page. The top navigation bar includes the HIP GIVE logo and links for 'ENG / ESP' and 'Log out'. The left sidebar menu is divided into 'Crowdfunding' and 'Organizations' sections. The 'Organizations' section is expanded, and 'My Organization' is highlighted with a red box. The main content area shows the 'Organization' profile for '&4M And For MX'. It includes a 'HIPGive verification progress' bar with 5 steps, all marked as complete. Below the progress bar are tabs for 'General information', 'List address', 'Description', 'Legal information', 'Files', 'Bank information', and 'Results'. The 'General information' tab is active, showing a profile picture placeholder for '&4M And For MX' with upload instructions: 'JPG, PNG', 'Dimensions 1900 x 1080px', and 'Max Size 1.5 MB'. Below the profile picture are two input fields: 'Organization name*' with the value '4 Mexico' and 'Organization email*' with the value 'org@andformx.com'.


2.2 Fill in the tabs

Go to each tab and fill in the information.

 To edit the content, click on the “pencil” icon at the top of the page. Remember to save any changes you make.


- General information
- List address
- Legal information

General information	List address	Description	Legal information	Files	Bank information	Results
---------------------	--------------	-------------	--------------------------	-------	------------------	---------

Legal name* 

Name of the legal representative*


Tax identification number*

Fiscal Sponsor 

Authorized Donor

My fiscal sponsor is Hispanics in Philanthropy

General information	List address	Description	Legal information	Files	Bank information	Results
----------------------------	--------------	-------------	-------------------	-------	------------------	---------



JPG, PNG
Dimensions 1900 x 1080px
Max Size 1.5 MB

Organization name*

Organization email*


Phone


Website

Category

Subcategory


General information	List address	Description	Legal information	Files	Bank information	Results
---------------------	---------------------	-------------	-------------------	-------	------------------	---------



Type	Address	Option
office	Av Santa Fe 502, Ciudad de México, Ciudad de México, México	

2.2 Fill in the tabs

Go to each tab and fill in the information.

 To edit the content, click on the “pencil” icon at the top of the page. Remember to save any changes you make.

- Files
- Bank information

General information List address Description Legal information **Files** **Bank information** Results

International banking information

Clabe
0129475720423568

Organization account holder name * Account Holder Address * Account Number * ABA number *

For Mexico AC Avda. Caracas #72, S 3291877 133563585

Bank name * Routing Number * Swift Code * Intermediary Bank Name *







Banco Industrial 321321 COLOC0BM331 THE BANK OF NEW Y

Intermediary Bank Swift * Intermediary Bank Phone *

CPZQUS2N 60017420081

General information List address Description Legal information **Files** Bank information Results

Each file must not weigh more than 2 GB*

 Letter of determination* <input checked="" type="checkbox"/>	 Current Fiscal Year Organizational Budget <input checked="" type="checkbox"/>	 Board Member List <input checked="" type="checkbox"/>	 Tax identification number <input checked="" type="checkbox"/>
 IRS 990 or Audited Financial Statement <input type="checkbox"/>	 Fiscal Sponsor Agreement <input type="checkbox"/>		

2.3 Mark your tax deductible status

If you are a “Donataria autorizada” (authorized tax exempt organization) in Mexico and you want to appear as such on HIPGive:

- Make sure you are in “My organization” section on the menu to the left.
- Select the tab “Legal Information” and tick the “Authorized Donor” box.
- Select the tab “Files”. You’ll see that a box appears marked “Certificate of Fiscal Authorization from the SAT”.
- Select the pencil icon (above) and then the plus sign in the box, to upload the document.

By certificate, we mean the letter that SAT has sent you confirming your status as an authorized tax exempt organization (Donataria autorizada) in Mexico.

The screenshot shows the 'Legal information' tab selected in a navigation menu. Below the menu, there are two columns of input fields. The first column contains 'Legal name*' (For Mexico AC), 'Tax identification number*' (FORM120290L02), and a checked checkbox for 'Authorized Donor'. The second column contains 'Name of the legal representative*' (Sofia Gomez), 'Fiscal Sponsor' (null), and an unchecked checkbox for 'My fiscal sponsor is Hispanics in Philanthropy'. A red box highlights the 'Legal information' tab and the 'Authorized Donor' checkbox.


The screenshot shows the 'Files' tab selected in a navigation menu. Below the menu, there is a warning: 'Each file must not weigh more than 2 GB*'. A grid of document cards is displayed. Each card shows a PDF icon, a title, and a status indicator (a red checkmark or a red circle with an exclamation mark). The cards are: 'Letter of determination*' (checked), 'Current Fiscal Year Organizational Budget' (checked), 'Board Member List' (checked), 'Tax identification number' (error), 'IRS 990 or Audited Financial Statement' (error), 'Fiscal Sponsor Agreement' (error), and 'Certificate of Fiscal Authorization from the SAT' (checked). A red box highlights the 'Certificate of Fiscal Authorization from the SAT' card.

3. Activate your page

3. Activate your page

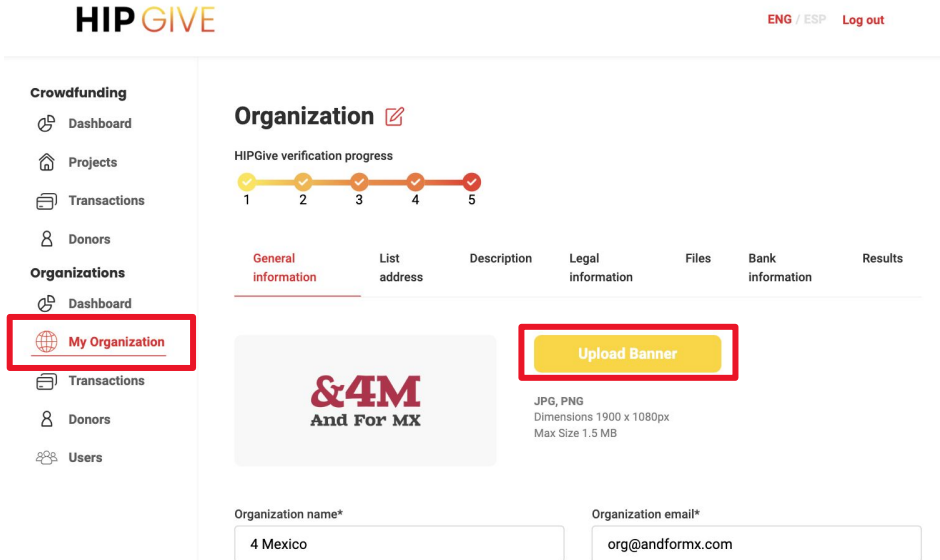
3.1 Add your logo

From the control panel, navigate to the menu on the left and check that you are in “My Organization”.

 Switch to editing mode by clicking on the pencil icon.

- Upload an image file with the logo of your organization. Click “Upload banner”.

Logo specifications:
Format: JPG or PNG
Size in pixels: 1900 x 1080 px
Maximum file size: 1.5 MB



The screenshot shows the HIP GIVE control panel. The left sidebar contains a menu with sections: **Crowdfunding** (Dashboard, Projects, Transactions, Donors) and **Organizations** (Dashboard, **My Organization**, Transactions, Donors, Users). The 'My Organization' item is highlighted with a red box and a red arrow points to it. The main content area is titled 'Organization' and shows a verification progress bar (1-5) and tabs for General information, List address, Description, Legal information, Files, Bank information, and Results. A yellow 'Upload Banner' button is highlighted with a red box. Below it, there is a preview of a logo for '&4M And For MX' and a form with fields for 'Organization name*' (containing '4 Mexico') and 'Organization email*' (containing 'org@andformx.com').

3.2 Add the content you want to publish


The “Description” tab is where you add the content that you want potential HIPGivers (donors) to see.


General information List address **Description** Legal information Files Bank information Results

Complete this tab to receive unique and recurring donations direct to your organization. To activate it, it is necessary to filled out the complete information of the Organizations' section. [Request Validation](#)

Organization URL

4_mexico

 Add image to english content
JPG, PNG
Dimensions 1900 x 1080px
Maximum size 1.5 MB


 Add image to spanish content
JPG, PNG
Dimensions 1900 x 1080px
Maximum size 1.5 MB

ESP ENG

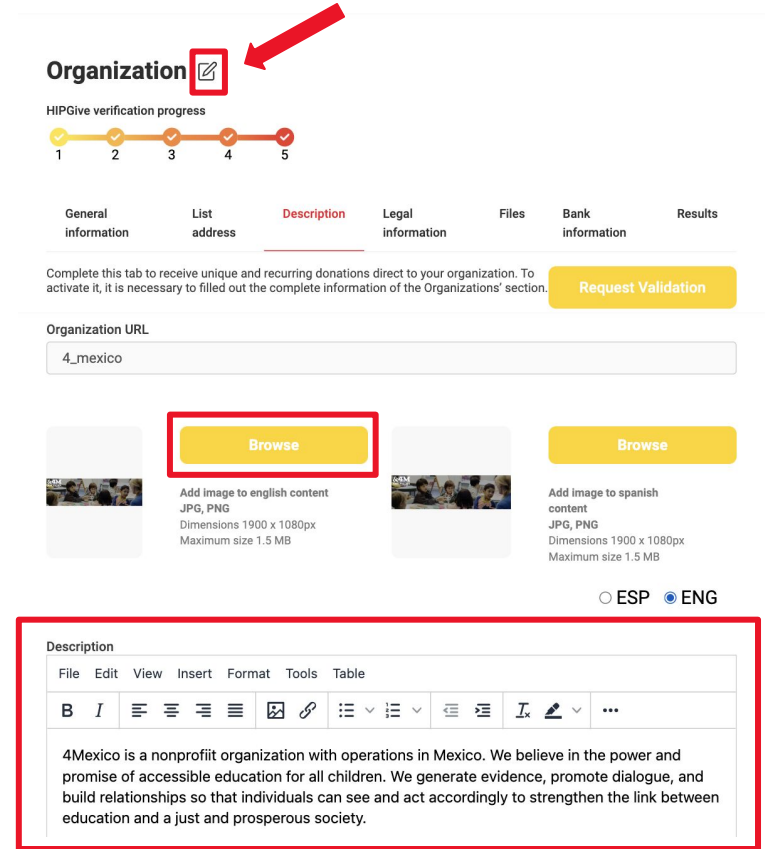
Description


4Mexico is a nonprofiit organization with operations in Mexico. We believe in the power and promise of accessible education for all children. We generate evidence, promote dialogue, and build relationships so that individuals can see and act accordingly to strengthen the link between education and a just and prosperous society.

3.2 Add the content you want to publish

 Switch to editing mode by clicking on the pencil icon.

- Upload an image that will become the principal image on your page.
Specifications:
Format: JPG or PNG
Size in pixels: 1900x1080 px
Maximum file size: 1.5 MB
- Include a short text that encourages people to give to your work. We recommend including:
 - A belief statement, explaining why you do what you do.
 - A summary of the solution you offer and the value you generate for the people you serve.
 - A reason for people to get involved and an indication of what their donation can help you achieve, especially if given monthly.



Organization 

HIPGive verification progress

1 2 3 4 5

General information List address **Description** Legal information Files Bank information Results

Complete this tab to receive unique and recurring donations direct to your organization. To activate it, it is necessary to filled out the complete information of the Organizations' section. [Request Validation](#)

Organization URL

4_mexico

[Browse](#)

Add image to english content
JPG, PNG
Dimensions 1900 x 1080px
Maximum size 1.5 MB









[Browse](#)

Add image to spanish content
JPG, PNG
Dimensions 1900 x 1080px
Maximum size 1.5 MB

ESP ENG

Description

File Edit View Insert Format Tools Table

B *I*        

4Mexico is a nonprofit organization with operations in Mexico. We believe in the power and promise of accessible education for all children. We generate evidence, promote dialogue, and build relationships so that individuals can see and act accordingly to strengthen the link between education and a just and prosperous society.

3.2 Add the content you want to publish

- Add the message that you want HIPGivers to receive after every donation.

Don't forget to save before switching languages or tabs!

Thank you message

Thank you for being a part of the education of thousands of boys and girls in Mexico. Starting today, we are building their future together.

Social media thank you message

Thank you for your donation! You are now a part of the present and future of thousands of boys and girls i

Cancel **Save**

3.2 Add the content you want to publish

You can choose to add your content in English, in Spanish, or in both languages.




Remember to click on the pencil icon to be able to edit your content.

- To switch to the other language, toggle between the ESP (Spanish) and ENG (English) buttons on the right hand side.

Organization


HIPGive verification progress




General information List address **Description** Legal information Files Bank information Results

Complete this tab to receive unique and recurring donations direct to your organization. To activate it, it is necessary to filled out the complete information of the Organizations' section. [Request Validation](#)

Organization URL

 [Browse](#)

Add image to english content
JPG, PNG
Dimensions 1900 x 1080px
Maximum size 1.5 MB







 [Browse](#)

Add image to spanish content
JPG, PNG
Dimensions 1900 x 1080px
Maximum size 1.5 MB

ESP ENG

Description

File Edit View Insert Format Tools Table

B *I*      

4Mexico is a nonprofit organization with operations in Mexico. We believe in the power and promise of accessible education for all children. We generate evidence, promote dialogue, and build relationships so that individuals can see and act accordingly to strengthen the link between education and a just and prosperous society.

3.3 Request validation

- When you've filled in all the tabs, click on the yellow button "Request Validation".

¡Ojo! All the tabs must be completed at this stage. If they are not, an error will appear.

Organization

HIPGive verification progress



General information

List address

Description

Legal information

Files

Bank information

Request validation

Complete this tab to receive unique and recurring donations direct to your organization. To activate it, it is necessary to filled out the complete information of the Organizations' section.

Request Validation

Organization URL

4_mexico



Add image to english content
JPG, PNG
Dimensions 1900 x 1080px
Maximum size 1.5 MB



Add image to spanish content
JPG, PNG
Dimensions 1900 x 1080px
Maximum size 1.5 MB

3.4 Allow colleagues to access your page

We'll send all official notifications regarding your organization's page to the email of the person named as the owner of your profile and to the email address registered in the the "General Information" tab. Notification emails can also be sent to your colleagues if you choose to give them access as Administrators within HIPGive.

If you wish to give your colleagues access to edit your page:

- From the menu on the left, choose "Organizations" and then "Users."
- You will see a list of individuals who currently have access to edit your organizations' information.
 - To edit their contact information, select the pencil icon and make the changes.
 - To add a new colleague to your HIPGive team, select "Create user".

HIPGIVE ENG / ESP [Log out](#)

Crowdfunding

- Dashboard
- Projects
- Transactions
- Donors

Organizations

- Dashboard
- My Organization
- Transactions
- Donors
- Users**

Team Members

[Filter](#) [Download Report](#) [Create user](#)


Name	Email	Profile	Options
Luise Ortiz	org@andformx.com	Administrator	

3.4 Allow colleagues to access your page

To add a new colleague to your HIPGive team, select the red button “Create User”.

- Fill in the form. Don't forget to keep the password in a safe place!
- If you wish your colleague to have access to your organization's page, please select the Administrator from the dropdown list.
- Click on “Add” when you've completed the form.

Team Members

Filter	Download Report	Create user	
Name	Email	Profile	Options
Luise Ortiz	org@andformx.com	Administrator	

Create user

Name	Last name
<input type="text" value="Name"/>	<input type="text" value="Last name"/>
Email	Phone
<input type="text" value="Email"/>	<input type="text" value="Phone"/>
Password	Confirm Password
<input type="text" value="Password"/>	<input type="text" value="Confirm Password"/>
Profile	
▼ - Profile -	
Administrator	
Analyst	
Editor	
See Mine	
Peer to Peer	

4. Preview your page

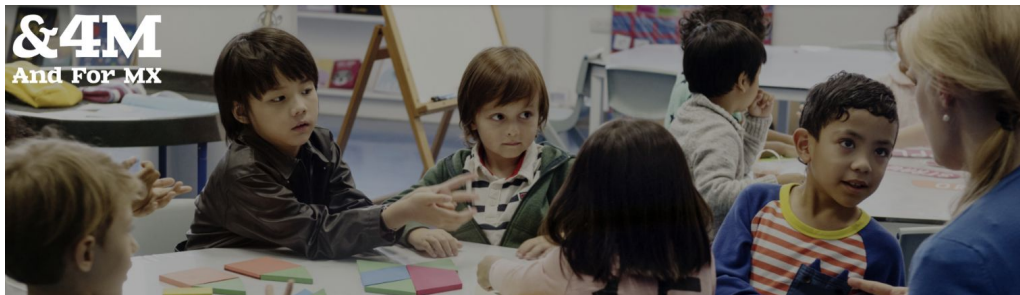
4. Preview your page

4.1 Direct link

When your organization's page has been published, you'll receive an email with your unique page link.

Click on the link to view your page as potential HIPGivers will see it.

You can always go back to your dashboard to the "Description" tab and edit the content.



Information

4 Mexico

4Mexico is a nonprofit organization with operations in Mexico. We believe in the power and promise of accessible education for all children. We generate evidence, promote dialogue, and build relationships so that individuals can see and act accordingly to strengthen the link between education and a just and prosperous society.

Support this organization

Select your currency



USD



MXN

\$100

\$200

\$300

\$500

Or

Enter your own amount

MXN

*For recurring donations, please state the amount as a rounded figure, without individual cents.

Select the frequency of your donation

Monthly donation

Proceed to donation

5. How to donate

5. How to donate

Even if you are not the target audience for your campaign, it is important for you to know how the process of donating to an organization on HIPGive works. This way, you can better guide your potential donors.

5.1 Choose the donation amount

- Select the currency in which you'd like to make your contribution.
- Enter the amount. You can choose from the four suggested amounts or enter your own.
- Decide how often you want to donate: monthly, quarterly, semiannual, or unique donation.
- Click the "Proceed to donation" button.

4 Mexico

4Mexico is a nonprofit organization with operations in Mexico. We believe in the power and promise of accessible education for all children. We generate evidence, promote dialogue, and build relationships so that individuals can see and act accordingly to strengthen the link between education and a just and prosperous society.

Support this organization

Select your currency



\$100 \$200 \$300 \$500

Or

Enter your own amount MXN

*For recurring donations, please state the amount as a rounded figure, without individual cents.

Select the frequency of your donation


- ✓ Monthly donation
- Quarterly donation
- Semiannual donation
- Unique donation

Currently, you can choose the amount you want to donate in US dollars (USD) or Mexican pesos (MXN), but donations can be made from any country in the world.

5.2 Share your details and choose your receipt

You will see a summary of your contribution and be asked to share your details:

- In addition to name, email and telephone number, you can leave a message to the organization.
- If you don't want the message to be published, select " Make my contribution anonymous" The organization will be able to see your name, message and contact details but no-one else will.
- If you wish to receive a tax-deductible receipt, tick the box "Do you need a tax-exempt receipt?".



4 Mexico

Ciudad de México, México

Payment details

Payment summary

Donation	Amount selected	\$100 MXN
Unique		
Total		\$100 MXN

HIPGiver information

Name Last name

Email Phone number

Add a message

Make my donation anonymous
 Do you need a tax-exempt receipt? ⓘ

Receipts on HIPGive

If you wish to receive a tax deductible receipt you can choose between a US receipt or a Mexican (MEX) receipt.

If you choose a valid tax deductible receipt in Mexico, you must include your fiscal information at this time.

HIPGiver information

Name	Last name
<input type="text" value="Luise"/>	<input type="text" value="Ortiz"/>
Email	Phone number
<input type="text" value="org@andformx.com"/>	<input type="text" value="5511223344"/>
Add a message	
<input type="text" value="Max. 255 characters"/>	
<input type="checkbox"/> Make my donation anonymous	
<input checked="" type="checkbox"/> Do you need a tax-exempt receipt? ⓘ	
<input type="radio"/> USA <input checked="" type="radio"/> MEX	
<small>The Internal Revenue Service requires that we acknowledge that no goods or services were received by either party in exchange for this contribution. Hispanics in Philanthropy is a not-for-profit 501(c)(3) organization. Donations are tax-deductible. Our tax ID number is 94-3040607.</small>	
<input type="button" value="Continue"/>	

HIPGiver information

Name	Last name
<input type="text" value="Luise"/>	<input type="text" value="Ortiz"/>
Email	Phone number
<input type="text" value="org@andformx.com"/>	<input type="text" value="5511223344"/>
Add a message	
<input type="text" value="Max. 255 characters"/>	
<input type="checkbox"/> Make my donation anonymous	
<input checked="" type="checkbox"/> Do you need a tax-exempt receipt? ⓘ	
<input type="radio"/> USA <input checked="" type="radio"/> MEX	
TAX	Business name ⓘ
<input type="text" value="TAX"/>	<input type="text" value="Company name"/>
Zip code ⓘ	Email for invoice
<input type="text" value="Ej: 06700"/>	<input type="text" value="org@andformx.com"/>
Tax Regime	
<input type="text"/>	
<input type="button" value="Continue"/>	

5.3 Confirm your payment method

You can choose to make your contribution via PayPal or with a credit or debit card.

- If you choose PayPal, please fill your details in the pop up window.
- If you choose to pay with a credit or debit card, fill in your details directly in the form.



4 Mexico

📍 Ciudad de México, México

Payment details

Payment summary

Donation	Amount selected	\$100 MXN
Recurrent	Monthly	
Total		\$100 MXN

Select your payment method


Pay with  PayPal

Or

 Card Number MM / YY CVV

Cardholder name

Card Holder

I'm not a robot 
reCAPTCHA
Privacy - Terms

Pay \$100 MXN

By clicking on pay, you accept our [Terms and conditions of use](#)

5.3 Confirm your payment method

If you are making a unique donation to an organization with the status “donataria autorizada” (authorized tax-exempt organization) in Mexico, you will have the option to pay using these two additional methods:

- In-store donation at local convenience stores. Click the option and download the file where you will see a code that you must present at the counter to make the payment.
- Through SPEI (bank transfer in Mexico). Click the option and download the file where you will find the CLABE number to which you should transfer the funds.



4 Mexico

📍 Ciudad de México, México

Payment details

Payment summary

Donation	Amount selected	\$100 MXN
Unique		
Total		\$100 MXN

Select your payment method

 PayPal Checkout

  Walmart  and more

 SPEI

5.4 Confirmation emails

After making a contribution on HIPGive, you will receive an email confirming the transaction to the email you provided at the time of donation.

- If your donation is recurring, you can check the donated amount, recurrence, and when the next charge will occur.
- If you made a one-time donation, only the donated amount will appear.

If you chose to receive a U.S. tax-exempt receipt:

- The confirmation email includes a statement that validates it as a fiscal receipt..

If you chose to receive a tax deductible receipt in Mexico (and entered your details at that time):

- Your receipt (CFDI) will arrive separately, in addition to the confirmation email.

HIP GIVE

Hello Luisa!

We would like to thank you for your contribution of of **\$ 100 MXN** in support of '**4 Mexico**' Your next donation will be charged on 01/05/2023

Here is a personal note from 4 Mexico:

Thank you for being a part of the education of thousands of boys and girls in Mexico. Starting today, we are building their future together.

This charge will appear on your statement as "HIP/HIPGive"

If you have a question you can contact us at hipgive@hipfunds.org

Thank you again for your generous support!

The HIPGive Team



The thank you message you wrote in the "Description" tab will appear here.

Infographic: How to donate

If you want to communicate how easy, quick and safe it is to make a recurring donation to your organization through HIPGive, you can share this infographic. You can download it [here](#).

Making a recurring donation to an organization on HIPGive is easy and secure. Follow these steps:



HIP GIVE

1. Go to the page of the organization you want to donate to.

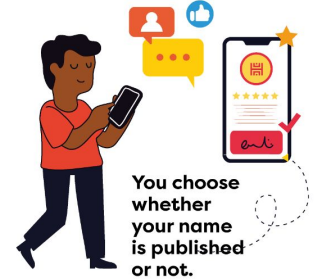


2. Choose your currency, the amount you want to donate, and the frequency.




You can choose a monthly, quarterly, semiannual, or unique donation

3. Share your information and message of support.



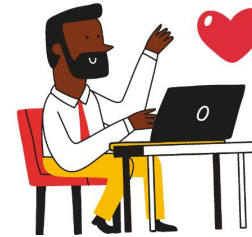
You choose whether your name is published or not.

4. Enter the details of your card or payment method.


Name: _____
Number: 1234 5668 4567 8765



5. Click on pay. DONE!



You will receive a confirmation email.

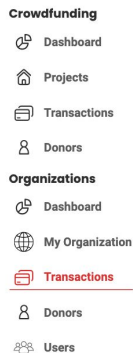
6. Manage your campaign

6. Manage your campaign

6.1 Check the transactions

You can consult and download the list of people who have given to your organization at any time.

- Select “Transactions” from the menu, below “My Organization”.
- Select the yellow button “Filter” to organize the transactions by date, payment method or to look for a specific person.



Transactions

The screenshot shows the Transactions page. At the top, there are two buttons: a yellow "Filter" button and a red "Download" button. Below these buttons is a table with the following columns: Name, Email, Transaction ID, Amount, Payment, and Status. The table contains seven rows of transaction data. A yellow arrow points to the "Declined" status of the last row.

Name	Email	Transaction ID	Amount	Payment	Status
Luisa Corderc	commshpave+phil@hipfunds.org	tr_a4dbc7964e18161	95 MXN	card	Approved
Luisa Corderc	phil@hipfunds.org	tr_a501f8ceafc66ee	95 MXN	card	Declined
Luisa Cordero	commshpave+phil@hipfunds.org	tr_6036cdfa55f118c	95 MXN	card	Declined
Andre Juafor	andre-juafor@recau-dia.com	tr_d585309e159d12b	959.5 MXN	card	Declined
Andre Juafor	andre@recaudia.com	tr_2b405acea1b6a72	959.29575 MXN	card	Approved
Andre Juafor	andre@recaudia.com	tr_ad7a08ec90b6ad2	959.29575 MXN	card	Declined

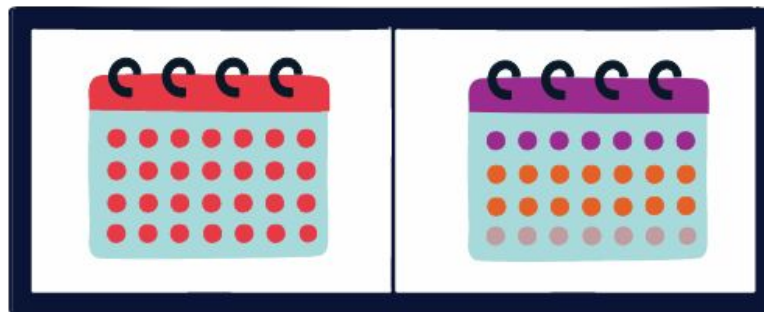
You may notice some transactions marked as "declined." This isn't due the platform; more often than not, it occurs because people do not enter their details correctly or the bank has put a block on the use of the card. We recommend that the person tries again or uses another payment method.

7. Transferring your funds

7. Transferring your funds

7.1 Timeline of monthly transfers

The payment process for recurring donations occurs on a monthly basis and takes between 2 to 3 weeks following the end of each month. This time allows for all transactions to be processed, including any clarifications that may have arisen.



-  **The organization receives the donations of the month**
-  **Reconciliation process**
-  **Funds transfer**

7.2 Services and fees

Recurring giving campaigns have an administrative cost of 5% of the monthly transaction.

In addition, each contribution from your HIPGivers has a commission from the payment processors of 3.5% on average.

SERVICES AND FEES

Unlike many other crowdfunding platforms out there, HIPGive allows fundraisers to create and publish projects on HIPGive free of charge. As of December 2016 we got rid of our administrative fee, which means more of the funds go towards your project. The only fee that will be deducted from the total raised on the platform is a payment processor fee through an external provider.

Currently, the payment processor fee is determined per payment processor. This is a flat rate and is not affected by whether or not you reach your project goal.

To avoid passing on any further costs and ensure organizations keep more of the funds they raise, we recently introduced the TIPHIP feature. When making a gift, donors are invited to contribute a small additional donation to cover HIPGive's operational expenses. This is entirely voluntary and well received by most donors.

This table illustrates how we calculate the total amount of funds transferred at the end of a project:

[Review services and fees](#)

7.3 Funds Transfer Process

The funds you raise through your organization's page will be sent via a bank transfer, based on the banking information you have provided on the platform, along with the documents.

When the payment is ready to be made, we will send an email confirming the amount of funds raised during the period, any additional funds if applicable, the deducted payment processor fee, the HIPGive fee, and the final transfer amount.

To determine the total amount of funds, we use the following calculation:

Sum of contributions
- (Payment processor fees)
- (HIPGive fee)
= TOTAL of the monthly transfer

For “donatarias autorizadas” in Mexico


- If your organization is a donataria autorizada, you will need to issue a tax-deductible CFDI for each amount disbursed monthly.

You will receive the fund transfer from HIP-Latinoamérica A.C. in Mexico. The CFDI must have the following information:

- Razón Social (Legal Name): HIP-LATINOAMERICA
- RFC: HIP160504288
- Address: Valladolid 50, Col Roma Norte, Cuauhtémoc, C.P. 06700 Ciudad de México

Additionally, you should consider the following details:

- Payment Method: 03 - Transferencia electrónica de fondos
- Payment: PUE
- Uso CFD (CFDI Use): G03 - Gastos en general.
- Clave de unidad: M4 - Valor monetario



RAZÓN SOCIAL:
HIP-LATINOAMERICA

RFC:
HIP160504288

RÉGIMEN FISCAL:
603 - Personas morales con fines no lucrativos

- Valladolid 50, Col Roma Norte, Cuauhtémoc, C.P. 06700 Ciudad de México
- Transferencia electrónica de fondos
- PUE
- Gastos en general
- Valor monetario

8. FAQs

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Who can use HIPGive to coordinate a recurring giving campaign?

HIPGive is a platform for nonprofit organizations based in the United States or Latin America. Since we are also a nonprofit organization, we are required to ask participating organizations to verify that they are a legally established nonprofit and that the majority of the beneficiaries of the project are Latinx.

When creating your account on HIPGive, you will be asked to attach a document verifying your nonprofit status, typically the letter from the IRS confirming the 501(c)(3) status or, if you are an organization from Latin America, the articles of incorporation.

We will also request the following documents and information:

- Financial statements from the previous fiscal year (or IRS 990 Form for US-based organizations)
- List of Board Members
- Budget for the current fiscal year
- Tax Identification Number
- Fiscal Sponsor Agreement (if applicable)
- Completed Legal Information tab on the platform
- Completed Bank Information tab on the platform

If you have opted to use the platform as a donataria autorizada in Mexico, you will also need to upload the following documents:

- Official letter as Donataria Autorizada from the SAT
- Power of attorney
- Official identification of legal representative
- Bank account statement (must match the account data registered in the "Bank information" section)

How much does it cost to set up a recurring giving campaign on HIPGive?

Creating your recurring giving profile on HIPGive is free. However, once you start receiving contributions, a transaction fee of 5% and a bank fee of approximately 3.5% will be applied. The bank fee may vary depending on the payment method, so you can check the full list of payment methods and fees [here](#).

Which payment methods do you accept?

HIPGive accepts payments via credit card, debit card and PayPal.

If the organization is an authorized tax exempt organization in Mexico, you may also contribute via an electronic bank transfer (SPEI) or by downloading a code and making your payment in a convenience store.

Is HIPGive a secure site?

Yes. The system is tested manually and automatically every day to guarantee each and every operation is secure. The payment processors that we use are certified as Level 1 Service Providers within the Payment Card Industry Data Security Standard (PCI DSS) which requires an independent annual audit of their processes and systems.

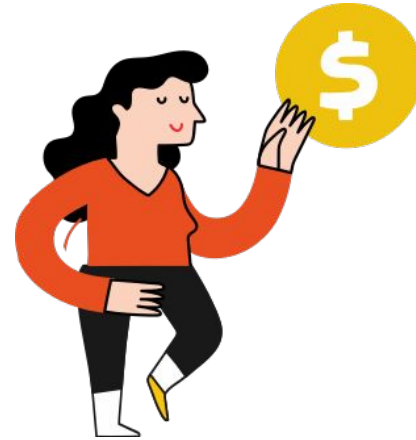


Will I receive a tax deductible receipt for my contribution?

Yes, all donations can be tax deductible in the United States and, in some cases, in Mexico.

Immediately after completing a donation, you will receive an email confirming the transaction. If you opted to receive a tax deductible receipt as you made your contribution, this email will also serve as a tax deductible receipt in the US. Hispanics in Philanthropy is a 501(c)(3) non-profit organization with tax identification number 94-3040607.

An exception to the above is when the organization to which you contributed is an authorized tax exempt organization in Mexico and is registered as such on the platform. In this case, if you chose to receive a valid tax deductible receipt in Mexico and included your fiscal information, you will receive another email with a Tax Receipt (CFDI) valid in Mexico.





Contact us:

hipgive@hipfunds.org

Follow us:

[@hipgive](#)