

Special Event Tax Receipting Guide

- United Way issues tax receipts in accordance with CRA regulations. Please refer to the guide below to determine if receipts can be issued for your event (Section 1). If you are unsure, contact campaignsupport@myunitedway.ca before you accept the donation or promote the event.
- The majority of funds raised through special events are not eligible for a tax receipt (Section 2) as the individual receives something in return (e.g. auction item or dinner) or a chance to receive something in return (e.g. raffle prize or win event).
- Some events or donations types are multifaceted (Section 3) and should be reviewed by United Way Campaign Support before the event is held or the donation is accepted. If a tax receipt can be issued, a conditional pre-approval will be emailed to the organization detailing what requirements must be met.
- Electronic copies of the required forms can be found on our website myunitedway.ca/campaign
- Special Event collection envelopes containing monies and completed tax receipt requests should be delivered to your United Way representative by December 15.

1. Basic event or donation types eligible for a tax receipt

| Event or Donation Type | Examples | Tax Receiptable? | Why? |
|--|---|--|---|
| Sponsoring a participant | <ul style="list-style-type: none"> • Race, walk, stair climb • Poker tournament • Wing eating contest | Yes, use Form 1: Special Event Tax Receipt Request | <ul style="list-style-type: none"> • Tax receipt issued to sponsor, not participant |
| "Dares" | <ul style="list-style-type: none"> • Head shaving • Dunk tank • Pie throwing | Yes, use Form 1: Special Event Tax Receipt Request | <ul style="list-style-type: none"> • Tax receipt is issued to contributor/donor, not the person shaving, being dunked |
| Casual/crazy dress | <ul style="list-style-type: none"> • Jeans day/week • "I'm dressed this way for United Way" • Ugliest tie contest | Yes, use Form 1: Special Event Tax Receipt Request | <ul style="list-style-type: none"> • The "benefit" received is considered nominal |
| Donated item (new) by an individual used in an auction or raffle less than \$1,000 | <ul style="list-style-type: none"> • Purchased gift certificates • Concert tickets • Television • Chocolate lover's gift basket | Yes, use Form 2: Gift in Kind Tax Receipt Request. *Conditional pre-approval required for items greater than \$1,000 ¹ . | <ul style="list-style-type: none"> • The donor makes the request. • The donor must provide proof of fair market value², i.e. store receipt showing amount paid for the donated item. • Note – GST is not tax receiptable. |
| Donated merchandise from inventory used in an auction or raffle less than \$1,000 | <ul style="list-style-type: none"> • Bicycle from bike shop • Flower arrangement from flower shop • Sandwiches from a caterer | Maybe. Contact Campaign Support to find out. If yes, use Form 2: Gift in Kind Tax Receipt Request. *Conditional pre-approval required for items greater than \$1,000. | <ul style="list-style-type: none"> • Most often, the business owner writes off the cost as a business expense • If tax receipt is requested United Way requires the business to provide an invoice marked "gift donation" for amount equivalent to gift's FMV, and include that amount in business income • Vendor must contact tax accountant or CRA for more information |

¹**How do I ask for a conditional approval?** Email campaignsupport@myunitedway.ca with the details. They will review and send an email advising you if it is tax receiptable and what is required to support the request.

²**What is Fair Market Value?** Per CRA - Fair market value generally means the highest price, expressed in dollars, that a property would bring in an open and unrestricted market, between a willing buyer and a willing seller who are both knowledgeable, informed, and prudent, and who are acting independently of each other.

2. Common event or donation types not eligible for a tax receipt

| Event or Donation Type | Examples | Tax Receiptable? | Why? |
|--|--|------------------|---|
| Participation or entrance fee | <ul style="list-style-type: none"> Poker tournament, race, walk, stair climb Guess the # of jelly beans | No | <ul style="list-style-type: none"> The participant receives benefits from participating in or having the potential to win the event |
| Loose change | <ul style="list-style-type: none"> Change jar "Fines" for being late | No | <ul style="list-style-type: none"> The owner of the donation cannot be determined |
| Raffles | <ul style="list-style-type: none"> a) Ticket purchaser b) Seller or corporation c) Raffle for a tax receipt | No | <ul style="list-style-type: none"> a) The purchaser has an expectation of receiving a benefit, b) the funds being donated do not belong to the seller or the hosting corporation, and c) not permitted by law. |
| Auction - bids | <ul style="list-style-type: none"> purchaser wins an item with a bid | No | <ul style="list-style-type: none"> The purchaser has an expectation of receiving a benefit. |
| Gift certificate donated by vendor for an auction or raffle | <ul style="list-style-type: none"> Weekend in Banff Hockey tickets Spa treatment | No | <ul style="list-style-type: none"> Valuation issues |
| Service donations | <ul style="list-style-type: none"> Time Vacation time shares Musical performance Lessons | No | <ul style="list-style-type: none"> Do not meet legal definition of a transfer of ownership as the "gift" is not an actual piece of property |
| Home made gifts or used items | <ul style="list-style-type: none"> Baking, knitted item, quilt Clothing, books, furniture | No | <ul style="list-style-type: none"> The fair market value of the item cannot be clearly ascertained. |

3. Donations that may be eligible for a tax receipt – conditional approval required from United Way

| Event or donation type | Examples | Tax receiptable? | There are many requirements. For example: |
|--|--|--|--|
| Donated item (previously owned – high value) for an auction or raffle | <ul style="list-style-type: none"> paintings sculptures jewelry stamps coins | Maybe. Complex request that needs to be reviewed by Campaign Support. Use Form 2: Gift in Kind Tax Receipt Request. | <ul style="list-style-type: none"> Conditional pre-approval¹ There must be donative intent. FMV² of item must be ascertainable and provable 3rd party appraisal may be required at cost to donor Fundraising value compared to item value is reasonable |
| Auction – purchaser wins an item with a bid 25% over and above the fair market value ² of the item. | <ul style="list-style-type: none"> iPod worth \$100 is purchased at an auction for \$300; winner seeks tax receipt for \$200. | A portion may be receiptable. Complex request that needs to be reviewed by Campaign Support. If approved, Use Form 3 – Special event – Auction – request for tax receipt for purchaser | <ul style="list-style-type: none"> Conditional pre-approval¹ There must be donative intent FMV² of item must be ascertainable and provable Significant bookkeeping requirements. Value of item must be advised to all bidders prior to making a bid and proof of same is required. Pass donor intention test [bid is at least 25% over and above FMV of the item.] |
| Fundraising event with ticket price 25% over and above the fair market value of the item | <ul style="list-style-type: none"> Golf tournament Dinner & dance Fashion show | A portion may be receiptable. Complex request that needs to be reviewed by Campaign Support. Use Form 4 – Special event – Split receipt request | <ul style="list-style-type: none"> Conditional pre-approval¹ There must be donative intent. FMV² of benefits must be ascertainable and provable Significant bookkeeping requirements. Pass donor intention test |

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