

Form 2: Gift in Kind Tax Receipt Request

Use this form when an individual wants a tax receipt for an item that was purchased and donated to, and used in, a workplace silent auction, raffle or fundraiser.

For all other items or special events, refer to CRA's website or United Way's Tax Receipting Guide at www.myunitedway.ca/campaign.

Questions? Contact Campaign Support at campaignsupport@myunitedway.ca or 780-990-1000.



United Way
Alberta Capital Region
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Step 1 - Donor complete the following if you require a charitable receipt

If multiple individuals contributed to this purchase fill out step 6 on the reverse.

Name		Telephone #
Address		Email
City	Province	Postal Code
Donated item description		Fair Market Value! Do not include GST!
		\$
		\$
Total		\$

Step 2 - Event coordinator complete the following

Organization's name		
Address		
Name of event coordinator		Telephone #
Special event description (What was this item used for?)		Date of event:

Step 3 - Attach original proof of purchase

A receipt will only be issued if proof of fair market value is provided.

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| <input type="checkbox"/> Standard proof of purchase (e.g. store receipt or invoice marked paid). | <input type="checkbox"/> Conditional approval from United Way Finance Department (e-mail is attached). Get conditional approval here . |
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Step 4 - Donor and workplace certification

I certify that the value of the receipt request represents fair market value as described by CRA and the item has been used to raise monies for United Way. I understand that United Way may request additional documentation and/or will not issue an official tax receipt if, in their opinion, this does not meet CRA or United Way guidelines.

Item donated by:	Item received by:
Donor signature:	Event coordinator signature:
Date:	Date:

Step 5 - Completed tax receipt requests should be sent to United Way

Requests must be received by December 15.

Internal use only	1 Account #	2 Campaign Director Approval	2a >\$1,000 Director Finance	3 Processed
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Step 6 – Pooled contributions for a purchased item

In the event that multiple donors have contributed to purchase a donated item please list the following information for each donor. Proof of purchase (original receipts) must be included for pooled contributions.

Name	Address	City	Prov	Postal Code	Phone	Email	Donated Amount
							\$
							\$
							\$
							\$
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							\$

Please check the following:

- I understand that United Way may request additional information and/or will not issue an official tax receipt if, in their opinion, this does not meet CRA or United Way guidelines.
- Proof of purchases (receipts) are attached