



United Way Durham Region Gift-In-Kind Tax Receipt Form

Please complete and sign to request a tax receipt for your Gift-In-Kind.

(Please note that services and taxes are not eligible for receipt).

Section 1. Donor Details:

Is this a donation from an individual or an organization? Organization: Individual:

Organization Name (If applicable): _____

Donor: First Name: _____ Middle Initial: ____ Last Name: _____

Mailing Address: _____ City: _____

Province: _____ Postal Code: _____

Preferred Phone: _____ Email: _____

If you are the contact person for the organization or on behalf of the donor:

Contact first and last name: _____ Contact Phone: _____

Email: _____.

Section 2. Details of Gift-In-Kind Donation:

Description of donated item: (1 item per form): _____

Fair market value (tax receipt amount requested): \$ _____ (Taxes are excluded).

Please check off how fair market value has been validated (please provide documentation):

- Written Appraisal (name and address of appraiser required)
- Sales Receipt/Invoice
- Posted on Gift (i.e., event tickets)
- Advertised price of same or comparable item in catalogue/newspaper/flyer
- Current bid on same or similar item on eBay
- UWDR Staff appraisal (if item is valued at less than \$1,000 and the UWDR staff is familiar with the type of property in question.-please complete box on following page).

United Way staff appraisal for items less than \$1,000.

My signature below confirms that I have reviewed the donated item and believe I am familiar enough with this type of item to reasonably estimate its fair market value.

Signature: _____ Date: _____

Section 3. To be completed by the donor

Please check off box that reflects the donated item.

- It was acquired this year
- It was acquired in the last three years
- It was acquired in the last ten years with the intent to donate to charity
- It was received in the last ten years from a family member or other non arm's length person

What was the original cost of this item? \$ _____

In each of the cases above, the tax receipt amount will be the lower of the donor's cost and the fair market value.

Is this donation being made under a Donation Tax Shelter Gifting arrangement or Limited

Recourse Debt scenario? **Yes** **No.** If yes, these gifts will not be receipted.

Donor Declaration

My signature below confirms that the information I have provided on this form is true and accurate. I hereby authorize United Way Durham Region to use this information in determining the value of the tax receipt I receive and to share this information with CRA.

Donor Name (Please print) _____ **Donor Signature:** _____

Date _____

Please forward all Gift-In-Kind requests to:

Jessica Hanson
Communications and Data Manager
United Way Durham Region
345 Simcoe St. S.,
Oshawa, ON L1H 4J2
905-436-7377



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