



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. To be completed by United Way Volunteer:

Organization Name: _____

Employee Campaign Chair (name): _____ Tel: _____

Donor Name: _____ Donation Date: _____

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
- ECC appraisal (if item is valued at less than \$1,000 and the ECC is familiar with the type of property in question.-please complete box below).

I am an employee of the above mentioned organization and a volunteer for our workplace's United Way Durham Region (UWDR) campaign, whose purpose it is to raise funds for UWDR. In this capacity, I have received the above donation form the individual/business listed above. I confirm that:

1. All necessary steps have been taken to ensure the value is accurate.
2. The donated item was used in raising funds for UWDR.

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 2. 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:** _____

Name for Receipt: _____

Organization Name/Individual First Name, Middle Initial, Last Name

Address: _____

Street City Province Postal Code

Please forward all Gift-In-Kind requests to:

Karie Stephenson

Manager of Finance and Administration

United Way Durham Region

345 Simcoe St. S.,

Oshawa, ON L1H 4J2

905-436-7377

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