

How do I request a tax receipt for a physical item I donated?

Some physical items donated to a United Way event qualify for a tax receipt, and some do not. Items donated as a door prize or an incentive to participate do not qualify for a tax receipt, as the item does not generate funds.

1. To determine if your physical donation is eligible for a tax receipt, refer to the full guide, which can be found on our campaign resources website under "Gaming Licensing & Tax Receipt information"
<http://www.myunitedway.ca/campaign-resources>
2. If your donation qualifies, here's how you can submit a request:
 - a. Complete the **Gift in Kind Tax Receipt Request form** on our campaign resources website under "Gaming Licensing & Tax Receipt information"
www.myunitedway.ca/campaign-resources
 - b. Ensure your receipt or invoice showing proof of purchase is submitted with the tax receipt request.
 - c. If you contributed cash and it was pooled with other people's cash to purchase a physical item, ensure you input everyone's name and amount on **one form** to submit together.
 - i. If \$100 was pooled, and receipts for \$80 of purchases were submitted, a total of \$80 in charitable receipts can be issued.
 - ii. Please note, a tax receipt cannot be provided for GST. As an example, if a group of 10 people pooled money to purchase a \$100 item for a raffle, with tax that item would come to \$105. However, only \$100 is eligible for a tax receipt. So, the 10 people can all contribute \$10.50, and only ask for a tax receipt for \$10 on the form, forfeiting the extra \$0.50 each, or nine people can ask for a tax receipt for \$10.50 which equals \$94.50, and the remaining person can forfeit their receipt and not put their name down on the form, because the difference is only \$5.50, and amounts less than \$10, aren't eligible for a receipt.
 - d. Include the signatures of **both** the person completing the form and the event coordinator.
3. A few examples of items that **do** qualify for a tax receipt are:
 - a. A brand-new item that was purchased and used in an auction or raffle with a value less than \$1,000 such as gift certificates, concert tickets, hockey tickets, technology, or gift baskets.
 - b. A brand-new item that was purchased and donated to a United Way program like Tools for School or Coats for Kids and Families.

4. A few examples of items that **do not** qualify for a tax receipt are:

- a. A gift certificate donated by the vendor themselves.
 - i. If a restaurant donates a gift certificate to their restaurant, that does not qualify since no money was exchanged.
 - ii. If a service vendor donates an experience to their own establishment, like escape room passes, personal training services, cooking class or haircut. These do not qualify because no money was exchanged, only time, which is not eligible for a tax receipt.
- b. Catering for a United Way event held on behalf of a workplace campaign is not eligible for a tax receipt because the food is being consumed by the staff of the organization. They are the recipients of the food donation, not United Way.
- c. Homemade gifts used in an auction or raffle are not eligible for a tax receipt, because there is no way to determine fair market value.