

Most contributions to a special event are not eligible for a tax receipt, as the individual receives something in return. There are some situations where a tax receipt can be issued, as explained in this document.

1. To determine if the event is eligible for a tax receipt, refer to **the full tax receipt guide**, which can be found on our campaign resources website under "Gaming Licensing & Tax Receipt information".
www.myunitedway.ca/campaign-resources
2. If the event qualifies, here is how you can submit the request:
 - a. Complete the **Special Event Tax Receipt form**, available on the UW campaign resources website under "Gaming Licensing & Tax Receipt information".
www.myunitedway.ca/campaign-resources
 - b. Ensure you have entered the event description, as well as the name and contact information for the event coordinator.
 - c. Include the signatures of **both** you and the event coordinator.
3. A few examples of **events that do qualify for a tax receipt** are:
 - a. Dares like head shaving, dunk tank or pie throwing.
 - b. Casual days, like jeans day or ugly tie contest day. If your special event qualifies for a tax receipt and:
 - i. You submit your payment electrically through a United Way fundraising platform like @work, Classy, or Blackthorn, your tax receipt request will be automatically submitted.
 - ii. You submit your payment for the event with cash, debit or credit through a hand-held machine, Eventbrite, or a cheque, then the event coordinator will need to complete the special event tax receipt form. The form can be found on our campaign resources website under "Gaming Licensing & Tax Receipt information".
www.myunitedway.ca/campaign-resources
4. A few examples of **events that do not qualify for a tax receipt** are:
 - a. Entrance fees to participate in an event like a yoga or spin class, or games night.
 - b. Raffles (50/50's Wine survivor, or prize draws).
 - c. Barbeques.
 - d. Bake sales.
 - e. Bid for an auction item.
 - f. Paint or plant night activities.

The reason these events do not qualify for a tax receipt is because the participant received something in exchange and, therefore, they are deemed purchases, not donations.