

CHARITABLE GIVING TAX RECEIPT GUIDE

United Way of the Alberta Capital Region

2026



Table of Contents

What's New for 2026	3
The Charitable Giving Advantage.....	4
Donation Types and Tax Receipt Eligibility	4
Donation types.....	5
Workplace Fundraising Events and Special Event Donations.....	6
How to Request a Tax Receipt for a Special Event	6
Examples of Special Events That Qualify for a Tax Receipt	7
Examples of Special Events That Don't Qualify for a Tax Receipt.....	9
In-Kind Donations	10
How to Request a Tax Receipt for an In-kind Donation	10
Examples of In-kind Donations That Qualify For a Tax Receipt	11
Examples of In-kind Donations That Don't Qualify For a Tax Receipt.....	13
Auction Purchases.....	14
Raffle Cash Prize Donation.....	15
Corporate Sponsorship.....	15
Appendix A: Quick Reference Chart	17
Special Event and Workplace Fundraising.....	17
In-kind Donations.....	17
Auction and Raffle Donations.....	18
Auction and Raffle Purchases	18
Corporate Sponsorship	18
Appendix B: Frequently Asked Questions	19
What is Fair Market Value?	19
Can I ask for a pre-approval to determine if my donation qualifies?.....	19
When will I receive my charitable tax receipt?.....	19
How will I receive my charitable tax receipt?	20





What's New for 2026

Several United Way processes have been updated for 2026. If you have used a previous version of this guide, please review the following changes before planning your fundraising activities or requesting tax receipts.

- **Minimum Tax Receipt Amount** - United Way's minimum donation amount to qualify for a charitable tax receipt has increased from \$10 to \$20.
- **Free Fundraising Activities** - Fundraising activities such as Dunk Tanks and Pie Your Leader must now be completely free to participate in. Voluntary donations collected at the event are eligible for tax receipts. This means participation cannot be conditional on making a donation. Individuals who choose not to donate must still be permitted to participate. When the activity is free and donations are completely voluntary, eligible donations of \$20 or more may qualify for a tax receipt.
- **Auctioning Parking Spots** - Auction purchases of reserved parking spots are no longer eligible for tax receipts because a reasonable fair market value cannot be established. As an alternative, workplaces may consider using a reserved parking spot as a campaign incentive. For example, employees who make their pledge decision by a specified date could be entered into a draw to win the reserved parking spot.
- **Gift-in-Kind Appraisals** - If the total fair market value of all donated items from a single donor exceeds \$1,000, a qualified third-party appraisal is required before a tax receipt can be issued. The appraisal must be obtained at the donor's expense.
- **Updated Tax Receipt Request Forms** - Two existing tax receipt request forms have been redesigned to improve clarity and consistency. A new Pooled Funds Gift-in-Kind Tax Receipt Request Form has also been introduced for situations where multiple individuals contribute funds toward the purchase of an item for a United Way fundraiser.





The Charitable Giving Advantage

Individuals and corporations who make charitable donations in Canada benefit from generous tax incentives. In Alberta, donors may receive up to approximately 50% on donations over \$200, and as much as 75% on the first \$200 of annual giving, depending on income.

Tax Benefits		Leader of the Way	Leader of the Way	Pathfinder
Annual Donation	\$200	\$1,200	\$5,000	\$10,000
Alberta Tax Credit	\$120	\$288	\$1,008	\$2,058
Federal Tax Credit	\$30	\$320	\$1,422	\$2,872
TOTAL Tax Credit	\$150	\$650	\$2,550	\$5050
	75%	54%	51%	51%

The above chart provides examples of available charitable tax credits based on an annual taxable income of less than \$200,000. Please visit Canada Revenue Agency's website or speak to a financial advisor for a detailed analysis of how tax credits can apply to you. Please note: there are additional benefits attributed to gift of stock.

Donation Types and Tax Receipt Eligibility

United Way of the Alberta Capital Region issues tax receipts for donations in accordance with regulations set out by the Canadian Revenue Agency (CRA).

Each registered charity sets a minimum donation amount to qualify for a tax receipt; United Way's minimum donation is \$20. While there are many ways to support United Way, only some donations may qualify for a tax receipt.

If you are a workplace campaign volunteer, please do not guarantee your fellow employees or your vendors a tax receipt unless you have confirmed that the specific donation type qualifies by referencing this guide or by asking for preapproval.



PLEASE NOTE: In addition to the following criteria, United Way must have the donor's full name and home address in order to issue a tax receipt. Donations that meet the following criteria but do not include the donor's full name and home address will not be issued a tax receipt.





Donation types

Individual or corporate monetary donations: These gifts are considered a regular donation via cash, cheque, credit card, preauthorized debit, or gifts of stock. Employees of a workplace campaign who give via payroll through United Way's @work giving platform are eligible for a tax deduction for their charitable contributions; however, a tax receipt won't be issued by United Way as the deduction will appear on the employee's T4 tax slip from their employer. If the payroll donation is made through a third-party platform, the charitable tax receipt will be either issued by that platform or appear on your T4 slip.

Special event monetary donations: This includes donations from individuals at a workplace fundraising event. Most funds raised through special events are not eligible for a tax receipt as the individual receives something in return (e.g. auction item or dinner). Please continue through the guide to see if your fundraising event qualifies for a tax receipt or not.

In-kind donations: These are contributions of physical items that support a United Way fundraising event (such as a raffle prize or silent auction item). Some in-kind donations are eligible for a tax receipt, while others are not. Please continue through the guide to see if your in-kind donation qualifies.

Auction purchases: Most items purchased at an auction do not qualify for a tax receipt, as the auction winner receives something of value in exchange for their payment. However, a portion of the purchase may qualify for a tax receipt if the fair market value (FMV) of the item does not exceed 80% of the winning bid; said differently, the winning bid is at least 125% of the item's fair market value. Please refer to the 'Auction Purchases' section later in this document for more details.

Raffle cash prize donations: The purchase of raffle tickets is not eligible for a tax receipt as there is a chance to receive something in return. However, if the lucky winner of a United Way raffle cash prize chooses to donate some or all of their winnings back to United Way, that donation portion is eligible for a tax receipt.

Corporate sponsorship: Some corporate sponsorships may qualify for a tax receipt when the sponsor receives limited recognition that is not considered significant advertising or promotional value.





Workplace Fundraising Events and Special Event Donations

How to Request a Tax Receipt for a Special Event

If the donation qualifies for a tax receipt and you submitted your payment electronically through United Way digital fundraising platforms such as @work, Classy, or an auction site, your tax receipt request will be automatically submitted for you by our digital fundraising team.

If the event qualifies for a tax receipt and you submit your payment in person, with cash, debit or credit through a hand-held machine, or a cheque, then the event coordinator must complete the [Special Event Tax Receipt Request Form](#) and submit the [Tax Receipt Donor Information Template](#).

When completing the form:

- Complete all sections of the form, including the event description, event date, and event coordinator information.
- Select the receipting category that best describes the event or donation type.
- Include complete donor information in the attached Excel template, including full name, home address, email address, and eligible donation amount. Tax receipts cannot be issued to office or business addresses.
- Only eligible amounts should be included for tax receipting purposes (e.g., amounts above a participation fee or fair market value, where applicable).
- The event coordinator must certify that the information provided is accurate.
- Each individual donor must contribute a minimum of \$20 to qualify for a tax receipt.
- Requests submitted before funds are received will be held until receipt of funds is confirmed.
- All fundraising proceeds must be received by United Way no later than December 31 to qualify for a tax receipt for that calendar year.





Examples of Special Events That Qualify for a Tax Receipt

Most funds raised through special events are not eligible for a tax receipt as the individual receives something in return. However, there are specific situations where a tax receipt can be issued for a fundraising special event.

Donations of \$20 or more are eligible for a tax receipt.

Sponsorship of a Participant in a Dare or Challenge (Special Event Pledge Drives)

Donations made to sponsor an individual participating in a fundraising challenge or activity qualify for a tax receipt because the donor does not receive any goods, services, or other material benefit in return. The tax receipt is issued to the donor, not the participant.

These types of events are often considered “pledge drive” fundraising activities, where donors pledge money in support of another person completing a challenge or activity. Examples include:

- Walkathons / Bikeathons
- Stair climbs
- Head shaving challenges
- Chicken wing eating contests
- Ice bucket challenges

Casual / Dress Down Day Contributions

Voluntary contributions made to participate in casual or themed dress days may qualify for a tax receipt when the participation benefit is considered nominal in value. Examples include:

- Jeans Day
- Ugly Tie Day
- Holiday Sweater Day

Voluntary Donations at Free Events

If there is a required participation fee, ticket cost, or set donation amount to participate, the event would not fall into this category. However, voluntary donations qualify for a tax receipt when:

- The event or activity is free to attend and participate in
- Donations are optional

Examples may include free events where optional donations are collected, such as a dunk tank, pie throwing, or a free pancake breakfast, BBQ, or chili cookoff etc.





Paid Events (Voluntary Donations Above Participation Fee)

If an event includes a participation fee or ticket price, while also collecting voluntary donations above the participation fee, then a tax receipt may only be issued for the portion of a payment that exceeds the fair market value of the participation fee or other material benefit received. For an event to qualify under this category, there must be a clear distinction from the outset between:

- The portion covering the cost of participation or fair market value, and
- The voluntary donation portion eligible for a tax receipt.

This distinction must be clearly communicated in event advertising, registration materials, ticket pricing, or other promotional materials. Participants must understand what portion of their payment is covering the event cost and what portion is considered a voluntary donation.

Common examples include paid fundraising activities where a participant receives admission, meals, entertainment, or another material benefit, such as:

- Golf tournament registration: \$150
- \$100 golf fee (fair market value)
- \$50 donation

In this example, only the \$50 donation portion is eligible for a tax receipt because it exceeds the fair market value of the benefit received.

The amount eligible for a tax receipt must always be above and beyond the actual fair market value of the event or participation cost, regardless of who pays the expense. For example:

- Fair market value of golf participation: \$100
- Employer pays: \$50
- Participant pays: \$100

Even though the participant paid \$100 out of pocket, they are still only eligible for a \$50 tax receipt because \$100 represents the fair market value of the golf experience, of which they covered \$50 worth. Only the portion above fair market value qualifies as a donation.





Examples of Special Events That Don't Qualify for a Tax Receipt

Most contributions to a special event are not eligible for a tax receipt, as the individual receives something in return.

Entry fees paid by the participant for an event

Participation fees are not eligible for a tax receipt because the participant receives a benefit in exchange for payment, such as admission, participation in an activity, instruction, entertainment, food, or the opportunity to compete or win. This represents an exchange of value rather than a true donation. Examples include:

- Dunk tank or pie throwing – if the event has a set price to participate
- Yoga classes
- Paint nights
- Terrarium building classes
- Jewelry making classes
- Movie nights
- Concerts

Purchases at a United Way workplace event

Purchases made at workplace fundraising events are generally not eligible for a tax receipt because the individual receives goods, services, or another item of value in exchange for payment. These transactions are considered purchases rather than donations. Examples include:

- Winning auction bids equal to or less than 125% of fair market value
- Cookbook sales
- Food purchased at a set price (e.g., BBQs, pancake breakfasts, bake sales, etc.)

Contests or games where the participant pays a set price for a chance to win a prize

These activities are not eligible for a tax receipt because the participant's intent is to win a prize or receive a potential benefit in exchange for payment. Examples include:

- Raffles (e.g., 50/50s, prize draws, wine survivor, Chase the Ace, etc.)
- Trivia games
- Guessing games or contests





Events where money or items are pooled together

Tax receipts cannot be issued when individual contributions cannot be clearly tracked or ownership of the donation cannot be determined. Examples include:

- Loose change collected in an office donation jar
- Bottle drives where bottles are collected and pooled together

Exception: If a bottle drive is conducted through SkipTheDepot, individual donor contributions can be tracked and attributed. In these cases, donors may be eligible for a tax receipt.

In-Kind Donations

How to Request a Tax Receipt for an In-kind Donation

If an in-kind donation qualifies for a tax receipt, the appropriate gift-in-kind tax receipt request form must be completed and submitted with supporting documentation. Please note:

- If the total fair market value of all donated items from one donor is more than \$1,000, an appraisal of the item(s) by a qualified third party is required at the expense of the donor. More information on what comprises a qualified 3rd party appraisal is available on request.
- The donor's full name and home address must be included. Tax receipts cannot be issued to office addresses.
- Tax receipts cannot be issued for the GST portion of a purchase.
- Requests submitted before money from the fundraiser is received, will be held until receipt of funds is confirmed. All fundraising proceeds must be received by United Way no later than December 31 to qualify for a tax receipt for that calendar year.

Individual Gift-in-Kind Tax Receipt Request Form

Use the [Individual Gift In Kind Tax Receipt Request Form](#) when an individual purchases or donates an item for use in a United Way workplace fundraiser, such as a raffle or auction. Examples include:

- Purchasing an item at a store
- Donating a previously owned item
- Donating an item from your business' inventory
- Donating original artwork created by the donor whose art sells in a store or gallery





Pooled Funds Gift-in-Kind Tax Receipt Request Form

Use the [Pooled Funds Gift in Kind Tax Receipt Request Form](#) and the [Tax Receipt Donor Information Template](#) when multiple individuals pool money to purchase an item(s) at a store for a raffle prize or auction item

- Each individual donor must contribute a minimum of \$20 to qualify for a tax receipt.
- The total eligible amount entered on the form and in the donor spreadsheet must equal the pre-tax amount shown on the supporting store receipts. For example: Item purchase total before tax: \$200. GST: \$10. Total paid at checkout: \$210. Only \$200 is eligible for tax receipting. If all contributors wish to receive a tax receipt, the event coordinator must reduce one donor's amount by the GST portion, or reduce all donor amounts proportionally by the 5% GST, while still ensuring everyone's tax receipt request amount remains at or above the \$20 threshold.

Examples of In-kind Donations That Qualify For a Tax Receipt

Donations of physical items that support United Way fundraising initiatives such as auction items or raffle prizes qualify for a tax receipt. United Way categorizes auction and raffle prize items by donor type:

- **Individual:** If an individual or group of people pool money to donate an item to a raffle or auction, United Way requires a store receipt for proof of purchase of new items or comparable online sales data for previously owned items.
- **Corporate:** If an auction item or raffle prize is donated by a company from their own inventory of merchandise, most often the business owner writes off the cost as a business expense. If a tax receipt is requested, United Way requires the business to provide an invoice showing the FMV of the items marked "Gift Donation" and evidence of regular retail pricing (website, catalogue, price list etc.)

Regardless of if the donor is an individual(s) or a corporation, if the total fair market value of all donated items from one donor / company is more than \$1,000, an appraisal of the item(s) by a qualified third party is required at the expense of the donor.

Determining the Eligible Portion of an In-Kind Donation

Only the portion of an in-kind donation that represents an eligible transfer of property to United Way may be included for tax receipting purposes. The following amounts are not eligible for a tax receipt:





- GST
- Gratuities or tips
- Bottle deposits or environmental fees
- The donor's own portion of food, beverages, or participation costs
- Any portion that does not directly represent the donated item or benefit provided to the fundraiser

For example: A donor contributes a "Lunch with an Executive" experience to a United Way auction. The winning bidder and three guests attend lunch with the donor. The donor personally pays the restaurant bill.

Restaurant receipt:

- Meals and drinks for guests: \$120
- Donor's own meal: \$30
- Pop can deposits: \$0.40
- GST: \$7.52
- Gratuity: \$28.43
- Total paid: \$186.35

Only the \$120 portion relating to the guests' meals and drinks may be considered eligible for tax receipting purposes. The donor's own meal, GST, gratuity, and bottle charges are not eligible.

Purchases directly related to workplace fundraising events

When workplaces host a United Way fundraising event, there may be expenses associated with running the event. Many organizations choose to cover these costs through their annual United Way campaign budget. However, if that is not possible, they may, depending on the circumstances, either deduct eligible event costs from the funds raised or request an in-kind tax receipt for eligible donated goods.

In the following example, a workplace hosts a barbecue, where staff purchase a burger for \$5 each and the proceeds come to United Way.

When the company organizing the event goes to a grocery store and purchases the food for the barbecue, they can either:

- deduct the cost of the food from the funds generated (if they collect cash), and submit the net difference as their fundraising total, or
- they can submit 100% of the proceeds and submit an in-kind tax receipt request form, with their proof of purchase, to be issued a tax receipt for the cost of the food.





However, if the workplace barbecue was a United Way education and engagement event that was free for participants to attend, the costs associated with running the BBQ event wouldn't qualify for an in kind tax receipt, since no fundraising activities occurred.

Examples of In-kind Donations That Don't Qualify For a Tax Receipt

The CRA has strict rules about the types of donations that we are allowed to issue tax receipts for. The following are examples of items that don't meet CRA criteria.

Gift certificates or passes for an experience that is donated by the vendor themselves.

These donations don't qualify because the redemption of the gift card by the third party (gift card holder) does not entitle the vendor (gift card issuer) to a tax receipt. Effectively, there has been no gift to the charity.

However, the vendor may be able to deduct the gift card amount as a promotional expense since the redemption of the gift card should be inventory of the vendor. (They should consult their own accountant.)

Examples include:

- Hotel donating a night at their property
- Spa donating services for a treatment
- Edmonton Symphony Orchestra donating tickets to their event
- Escape Room donating passes to their facility

Time, Talent, or Service donations

These donations don't qualify because they do not meet the legal definition of a transfer of ownership as the "gift" is not an actual piece of property.

Time donations: volunteering for a United Way event, such as participating in a day of caring. While United Way appreciates all the support from our volunteers, the exchange of time does not meet CRA requirements for a tax receipt.

Talent donations: when skilled people offer up their expertise, such as a hairdresser offering a cut and colour service through an auction in support of United Way. While this service does bring in a monetary donation for United Way, the exchange of value doesn't include an exchange of property and doesn't meet CRA requirements for a tax receipt.





Service donations: like talent donations but can also incorporate the use of an item. For example, if a property owner who typically rents out their premises offers up the use of their property for a few days through an auction or fundraiser in support of United Way. CRA considers it a gift of service (use of premise) rather than a gift in kind since there was no transfer of property.

Catering services are considered a service donation and don't qualify for a tax receipt. For example, when a workplace asks a caterer to provide food for their employees for their United Way event. This donation doesn't qualify for a tax receipt because the food wasn't a donation to United Way, it was a donation to the workplace's employees.

Discounts on products or services: Other times businesses will offer a discount since they are providing food for a United Way workplace event, and they will want a tax receipt for that discounted portion of revenue they are forgoing. However, discounts don't qualify for a tax receipt.

Door prize donations: These donations don't qualify for a tax receipt. The item donated doesn't generate funds, since separate tickets aren't sold to participate in the door prize draw and instead participation is included in the entry fee.

Auction Purchases

Before bidding begins, the fair market value (FMV) of the auction item must be determined and clearly communicated to bidders in advance. This may be done through: auction descriptions, bid sheets, online auction listings, or event signage. Bidders must know the fair market value of the item before placing a bid.

Some auction items may provide convenience, privilege, access, or experience where a reasonable fair market value cannot be clearly determined. In these situations, fair market value is considered indeterminable and the winning bid is therefore not eligible for a tax receipt. For example:

- Preferred parking spots at a facility where parking is otherwise free
- Access to privileges or perks without a comparable market price
- Unique experiences where no reasonable comparable value exists

Because a reasonable fair market value cannot be established and communicated in advance, the CRA intent to make a gift threshold cannot be properly calculated.





Most items purchased at an auction do not qualify for a tax receipt, as there is an exchange of value received by the auction winner. However, there are exceptions to this rule when one factors in fair market value of the item.

If an auction bidder pays more than 125% of the items stated fair market value, the purchase qualifies for a tax receipt.

For example:

- Fair market value of laptop: \$800
- 125% of fair market value
- Winning bid: \$1,000

Since the winning bid (\$1,000), is equal to 125% of the fair market value (\$800), the CRA intent to gift threshold has been met. The purchaser may therefore be eligible for a \$200 tax receipt, representing the amount paid above fair market value of the laptop ($\$1,000 - \$800 = \$200$).

If the fair market value is not disclosed prior to bidding, the winning bidder may not be eligible for a tax receipt for any portion of the purchase.

Raffle Cash Prize Donation

The winner of a United Way raffle cash prize may choose to donate some or all back to United Way, which is eligible for a tax receipt.

If the raffle took place online via Rafflebox, United Way must pay out the proceeds. The winner may then donate the funds back to United Way through our website or through the workplace employee campaign via @work, and a tax receipt will be issued.

If this was an in-person raffle, when the raffle chairperson provides the revenue to United Way via cash, cheque, or EFT, they must inform United Way that the money includes the raffle proceeds as well as the winnings (which are being donated to United Way) and include the winner's name, home address and email so a tax receipt can be issued.

Corporate Sponsorship

Corporate sponsorships may or may not qualify for a tax receipt depending on whether the sponsor receives significant advertising, marketing, or promotional benefit in return.





Sponsorships That May Qualify for a Tax Receipt

Some sponsorships may qualify for a tax receipt when the recognition provided is limited in nature and does not represent a significant promotional or marketing benefit to the sponsor. This may include:

- Internal or limited audience recognition
- Logo placement that is incidental to participation rather than public advertising
- Brand exposure beyond the event is limited to appreciation and not promotion

Examples may include:

- Engineering Challenge
- Heartland Challenge
- Financial Reality Check
- SCR Program Supporter

In these situations, sponsor recognition is generally limited to participants, volunteers, students, or attendees directly involved in the program and is not considered broad public advertising or marketing exposure.

Sponsorships That Do Not Qualify for a Tax Receipt

Sponsorships do not qualify for a tax receipt when the sponsor receives advertising, marketing, public recognition, or promotional value in return for their contribution. This may include:

- Public-facing events
- Marketing campaigns
- Brand promotion opportunities

Event sponsorship packages with promotional benefits. Examples may include sponsorships related to:

- Red Tie Gala
- Make Your Mark
- Women United events
- ReUnited events
- GenNEXT events

In these situations, the sponsorship is considered an exchange of value rather than a charitable gift because the sponsor receives promotional or marketing benefits in return.





Appendix A: Quick Reference Chart

Special Event and Workplace Fundraising

Donation Description	Tax Receipt Eligibility?
Sponsoring a participant in a dare or challenge.	Yes
Participating in a dare or challenge.	No
Voluntary donations to participate in casual days like “Jeans Day” or “Ugly Tie Day”.	Yes
Entry fees paid by the participant for an event.	No
Voluntary donations over and above entrance or participation fees.	Yes
Purchases at a United Way workplace event, such as a barbecue lunch.	No
Contests or games where the participant pays money for a chance to win a prize.	No
Events where money or items are pooled together, and the owner of the money can’t be identified.	No

In-kind Donations

Donation Description	Tax Receipt Eligibility?
Purchases directly related to the expense of hosting a workplace fundraising event.	Yes
Purchases for an education and engagement event that is free for attendees.	No
Discounts on products or services.	No
Door prize donations.	No
Time, Talent, and Service donations.	No





Auction and Raffle Donations

Donation Description	Tax Receipt Eligibility?
Donations of physical items or gift cards that are purchased by an individual with a store purchase receipt.	Yes – but not for the GST portion
Gift Certificates or passes donated by the vendor themselves.	No

Auction and Raffle Purchases

Donation Description	Tax Receipt Eligibility?
When the winning auction bidder pays 125% or more above the stated fair market value.	Yes
When the item being purchased has a Fair Market Value is undeterminable.	No
Raffle ticket purchases.	No
Winner donating part or all the cash prize back to United Way.	Yes

Corporate Sponsorship

Donation Description	Tax Receipt Eligibility?
Corporate Sponsorship of public facing events where the sponsor receives advertising, promotional recognition, public logo placement, vendor opportunities, social media promotion, or other marketing exposure to the public.	No
Corporate Support where recognition is limited to internal event signage, or program acknowledgement with minimal to no promotional value.	Yes





Appendix B: Frequently Asked Questions

What is Fair Market Value?

The CRA defines fair market value as: normally the highest price, expressed in dollars, that property would bring in an open and unrestricted market between a willing buyer and a willing seller who are both knowledgeable, informed, and prudent, and who are acting independently of each other. If an item is marked down on sale, then the new lower sale price becomes the fair market value.

Can I ask for a pre-approval to determine if my donation qualifies?

Yes, please email campaignsupport@myunitedway.ca with the supporting details. They will review and send you an email advising you if the donation qualifies for a tax receipt and if eligible, what is required to support the request.

When will I receive my charitable tax receipt?

The timing of your charitable tax receipt depends on the type of donation you make and how it is processed.

- **Corporate or Individual donations made on our website**
 - One-time donations are typically receipted within 5 business days.
 - Monthly donations are consolidated onto a single annual tax receipt and issued in January of the following year.
- **Corporate donations made via EFT or cheque**
 - Tax receipts are typically issued within two weeks of United Way receiving your donation
- **Employee Giving through the @work pledging tool**
 - One-time donations are typically receipted within 5 business days.
 - Recurring credit card donations made through a workplace giving campaign are typically consolidated onto a single annual tax receipt and issued in January of the following year.
 - Payroll deduction donations are receipted through your employer and will appear on your T4 slip.





- **Special Event Donations**
 - Donations made through an online fundraising platform (such as Classy) are typically receipted within two weeks of the event closing, where eligible.
 - Donations made at an in-person event that require a tax receipt request form are typically receipted within two weeks of United Way receiving the completed donor information and donation details.
- **Gifts in Kind**
 - Item donated to a raffle or auction - Tax receipts are typically issued within two weeks of United Way receiving all required documentation to establish the eligible amount.
 - Gifts of Securities - Tax receipts are typically issued within two weeks of the securities transfer being completed and all required documentation being received.

If you support United Way in more than one way during the year, you may receive multiple tax receipts at different times. Tax receipts are issued based on the type of donation and the information required to process it, rather than being consolidated across all giving methods.

For example, if you make a workplace employee gift, participate in a special event, and donate an item to a charity auction, you may receive separate tax receipts for each donation.

If you have not received your tax receipt within the expected timeframe, please contact our Service Hub at 780-990-1000 or servicehub@myunitedway.ca.

How will I receive my charitable tax receipt?

- If you made your donation online or in person and provided your full name, email, and [home address](#), you will receive your tax receipt by email. (If no email address was provided, then it will be mailed via Canada Post.)
- If you made your donation via payroll through our @work giving tool, no tax receipt will be issued by United Way. Instead, your donation will appear as a deduction on your T4 slip issued by your employer. If you made your donation via payroll using a third party platform, your tax receipt will be issued by that platform or appear on your T4 slip.

