

GIFT-IN-KIND TAX RECEIPT FORM

► Please complete and sign both pages to process your tax 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* (one item per form): _____

Fair market value (minimum \$100) \$ Taxes are excluded.

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

- ☐ Written appraisal for gifts \$1,000 plus (name and address of certified appraiser required)
- ☐ Sales receipt
- ☐ 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—complete box below)

I am an employee of the above mentioned organization and a volunteer for our workplace's United Way Greater Toronto (UWGT) campaign, whose purpose it is to raise funds for UWGT. In this capacity, I have received the above donation from 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 UWGT**.
3. Proof of **fair market value is provided**

Employee Campaign Chair

My signature below confirms that I have reviewed the above listed item.

Signature: _____

Date: _____

**Services are not receiptable*

**CRA requires that proof of fair market value be provide for a tax receipt to be issued.*

SECTION 2—To be completed by donor

To receive a receipt, please answer question A and B

A 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.

B 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 Greater Toronto to use this information in determining the value of the tax receipt I receive and to share this information with CRA.

Donor Name

Donor Signature:

Address:

Street

City

Province

Postal Code

Please forward all Gift-in-Kind requests to:

**Gift-in-Kind Administrator, United Way Greater Toronto,
26 Wellington St. E. 12th Fl. Toronto ON, M5E 1S2**

If you have any questions, please call your United Way staff partner at 416-359-2093
or email assistance@uwgt.org

To be completed by United Way Greater Toronto Processing Team

United Way Greater Toronto approve the income tax receipt amount of:

\$

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

Signature:

Position:

Date: