



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 (name and address of 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**.

Employee Campaign Chair appraisal for items less than \$1,000

My signature below confirms that I have reviewed the above listed item and believe I am familiar enough with this type of item to reasonably estimate its fair market value.

Signature: _____

Date: _____

***Services are not receiptable**

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 (please print): _____ **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 416-777-1444.

To be completed by United Way Greater Toronto

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: _____