

## TAX RECEIPTING GUIDE

Richmond Hospital Foundation follows rules and regulations as outlined by Canada Revenue Agency (CRA).

Tax receipts are eligible for charitable gifts valued at \$25 or more. For tax receipts, please provide Richmond Hospital Foundation with the donor's full first and last name, a complete mailing address, donation amount, email address (if possible) and telephone number.

Donations that are not eligible for tax receipts include raffle tickets, gaming tickets, auction items, gifts with a benefit received, purchased goods or services, donated services, donated items for advertising purposes, and corporate sponsorships.

Charitable Business Number: 11911 8883 RR0001

Please familiarize yourself with the below information prior to planning your event.

### **Official tax receipts issued for:**

- Donations, if all donation information is received by December 31<sup>st</sup> of the event year.
- Independent Community Events, if the event has successfully wrapped-up, and the full donation has been received by Richmond Hospital Foundation.
- All donors, if you provide Richmond Hospital Foundation with your event supporters' donation amounts, full names, mailing addresses, email addresses, and phone numbers.
- Individuals/businesses, who donate \$25 or over in the form of cash, cheque, and credit card.
- Organizations, if they provide a monetary donation where no value is received by the organization in the form of marketing exposure, tickets, or sponsorship.
- Donors who purchase an event ticket, if the donation portion of a ticket price to a fundraising event is purchased through Richmond Hospital Foundation. Proof of the fair market value of all benefits (ex. food and beverage) received will be required.

Example: An event ticket is \$100 and the fair market value of the food and beverage is \$25, then the donor will be issued a tax receipt for \$75.

- Donors, if no goods or services were received in return for their donation.

Example of goods or services received: purchase of auction item, food and beverage, giveaways and party favours, purchase of draw tickets, registration fees, etc.

**Official tax receipts cannot be issued for:**

- Donated auction item whose fair market value cannot be determined
- Donated used items such as clothes, furniture, etc.
- Donated services such as photography, website design, printing, professional or legal services, etc.
- Donated items with advertising components
- Purchase of merchandise
- Purchase of auction items
- Purchase of lottery tickets

For the most current tax receipting information, please refer to <https://www.canada.ca/en/services/taxes/charities> or contact Richmond Hospital Foundation at 604-244-5252.