

# Tax Receipting Guide

*It is the responsibility of the event organizer to make sure accurate tax receipting guidelines are followed for your event. To do so, it is important to understand the rules and regulations of tax receipting set by the Canada Revenue Agency (CRA) before hosting your event. Women's College Hospital Foundation (WCHF) is here to advise on the issuance of official charitable tax receipts following CRA guidelines and provide information to help you better understand these rules and regulations. Please prioritize speaking with WCHF well before your event so you can accurately disseminate information about tax receipting to your supporters.*

*Some tax receipting guidelines are listed below. Please reference the CRA website for a more fulsome picture of guidelines, rules and regulations or contact WCHF.*

Women's College Hospital Foundation will provide appropriate tax receipts to event participants when the following criteria are met:

- Tax receipts are in accordance with CRA regulations
- A donation of \$20.00 or more has been issued to WCHF
- No goods, services or benefits have been exchanged for the donation. Event admission, registration fees and draw tickets are examples of purchased goods and services that are not eligible for a charitable tax receipt
- Appropriate and accurate information is given such as:
  - full name of the participant
  - donation amount
  - complete address as per Canada Revenue Agency guidelines
- The event organizers have complied with the accountability requirements noted in the Third Party Event Application

Please note, total receipts issued for the event cannot exceed net funds raised from the event.

Gift in-kind (GIK) are donations of goods and services as opposed to a monetary donation. WCHF will not issue a tax receipt for a GIK. In some circumstances, a business receipt for a GIK may be available. If requesting, please speak with your WCHF representative to see if you qualify.

For a business receipt to be issued, the fair market value (FMV) of the GIK must be assessed. To assess the FMV, please submit:

- An invoice or proof of purchase of the item from the company from which it was donated
- If an invoice is not available, an appraisal from an independent third-party appraiser

Sponsors are not eligible for a tax receipt.