

A. Donor Details

Please help us handle your gift appropriately by providing the information requested and send the form to:

Attention: Korle-Bu Foundation kbnf@shaw.ca or 9131 - 207B Street, Langley, BC V1M 2P5

NAME (OF DONOR OR CONTACT FOR ORGANIZATION) ORGANIZATION NAME (IF APPLICABLE)

PHONE / FAX / EMAIL

ADDRESS (INCLUDE STREET NAME & NUMBER, POSTAL CODE & CLOSEST MAJOR INTERSECTION)

Would you like a tax receipt for your donation? Yes No

How will you transfer your donation to the recipient agency? (if possible, please deliver) Delivery by donor Pick-Up by agency is required

B. Details of Gift-in-Kind Donation For additional items use separate form for each one.

DESCRIPTION OF GIFT (INCLUDE TYPE, CONDITION AND AGE OF ITEM)

PLEASE PROVIDE PHOTOS OF THIS DONATION VIA MAIL OR EMAIL (IF AVAILABLE) kbnf@shaw.ca

Documentation provided to support FAIR MARKET VALUE (FMV)? Yes No

FAIR MARKET VALUE \$ _____

***NOTE: According to CRA guidelines**, in order to issue a charitable tax receipt Korle-Bu Foundation requires official documentation (e.g., sales receipt) or independent appraisal of the fair market value of the donated item. Tax receipts can only be issued when this documentation is on file with Korle-Bu Foundation. For corporate donations from inventory, please provide an invoice.

C. Donor Declaration

The Canadian Revenue Agency (CRA) has added a number of conditions that charities must adhere to when receipting gift in kind donations. These conditions affect the tax receipt value that the donor receives in return for their donation. These conditions do not apply to donations out of inventory by businesses. **To receive a receipt, you must answer questions 2. An amount must be entered for question 1, if applicable.**

1) What was the **original cost** of the donation? This must be indicated in the line to the right of: \$ _____

- 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.

In each of the cases above, the tax receipt amount will be the lower of the donor's cost and the fair market value.

2) Gifts made under donation tax shelter gifting arrangements or limited recourse debt scenarios will not be accepted/ receipted. Is this donation being made under a donation tax shelter gifting arrangement or limited recourse debt scenario? Yes No

Please note: If the donor received an advantage (benefit) for this gift, the receipt value will be reduced accordingly.

D. Donor Signature:

My signature below confirms that the information I have provided on this form is true and accurate and that I understand the terms and questions. I hereby authorize Korle-Bu Foundation to use this information in determining the value of the tax receipt I receive and to share this information with CRA.

SIGNATURE OF DONOR

DATE

GIFT-IN-KIND DONATION FORM

(continued for additional items)

APPENDIX: Donation Details & Donor Declaration for 2 or more items

ITEM 2

DESCRIPTION OF GIFT (INCLUDE TYPE, CONDITION AND AGE OF ITEM)

PLEASE PROVIDE PHOTOS OF THIS DONATION VIA MAILOR EMAIL (IF AVAILABLE) kbnf@shaw.ca

Documentation provided to support Fair Market Value? Yes No

FAIR MARKET VALUE \$ _____

***NOTE: According to CRA guidelines, in order to issue a charitable tax receipt Korle-Bu Foundation requires official documentation (e.g., sales receipt) or independent appraisal of the fair market value of the donated item. Tax receipts can only be issued when this documentation is on file with Korle-Bu Foundation. For corporate donations from inventory, please provide an invoice**

1) What was the **original cost** of the donation? This must be indicated in the line to the right if: \$ _____

- 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.

In each of the cases above, the tax receipt amount will be the lower of the donor's cost and the fair market value.

2) Gifts made under donation tax shelter gifting arrangements or limited recourse debt scenarios will not be accepted/ received. Is this donation being made under a donation tax shelter gifting arrangement or limited recourse debt scenario? Yes No

Please note: If the donor received an advantage (benefit) for this gift, the receipt value will be reduced accordingly.

ITEM 3

DESCRIPTION OF GIFT (INCLUDE TYPE, CONDITION AND AGE OF ITEM)

PLEASE PROVIDE PHOTOS OF THIS DONATION VIA MAIL OR EMAIL (IF AVAILABLE) kbnf@shaw.ca

Documentation provided to support Fair Market Value? Yes No

FAIR MARKET VALUE \$ _____

***NOTE: According to CRA guidelines, in order to issue a charitable tax receipt Korle-Bu Foundation requires official documentation (e.g., sales receipt) or independent appraisal of the fair market value of the donated item. Tax receipts can only be issued when this documentation is on file with Korle-Bu Foundation. For corporate donations from inventory, please provide an invoice.**

1) What was the **original cost** of the donation? This must be indicated in the line to the right if: \$ _____

- 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.

In each of the cases above, the tax receipt amount will be the lower of the donor's cost and the fair market value.

2) Gifts made under donation tax shelter gifting arrangements or limited recourse debt scenarios will not be accepted/ received. Is this donation being made under a donation tax shelter gifting arrangement or limited recourse debt scenario? Yes No

Please note: If the donor received an advantage (benefit) for this gift, the receipt value will be reduced accordingly.

Donor Signature: for page 2

My signature below confirms that the information I have provided on this form is true and accurate and that I understand the terms and questions. I hereby authorize Korle-Bu Foundation to use this information in determining the value of the tax receipt I receive and to share this information with Canada Revenue Agency.

SIGNATURE OF DONOR

DATE