



Request for Gift In Kind Receipt

Name of Event _____

Donor Information

Company: _____

Contact Name: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Phone: _____

Email: _____

Number of Items	Description	Value
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
	<i>Total (Please attach proof of purchase or an appraisal)</i>	\$ _____

I certify that to the best of my knowledge, the above value represents the fair market value of the listed item(s) as of the date on this form.

Donor Signature: _____

Date: _____

Please return this form to:

Special Olympics Ontario Inc.

65 Overlea Boulevard , Suite 200

Toronto, Ontario M4H 1P1

How to Claim a Receipt:

- Complete Gift in Kind Form – the donor is required to include their full name, address and a list of items donated including the fair market value or cost of each item.
- Proof of Purchase – a tax receipt will only be processed if proof of purchase (invoice) is provided. The invoice must be certified by the donor and marked “Paid in Full” by the donor.
- Previously Owned Items – if the item being donated is previously owned (e.g. Furniture, antiques, artwork, etc.) a third party appraisal indicating the value must accompany the Gift in Kind Form.
- Receipt – Special Olympics Ontario Inc. will produce a tax receipt equal to the value indicated on the invoice or appraisal. The receipt will clearly indicate that the donation is a “Gift in Kind”.

Other Items:

- Donated merchandise from inventory – A charity may issue an official tax receipt to a business for the fair market value of merchandise gifts out of inventory (e.g. flowers for an auction). To claim a charitable receipt however, the business must include an invoice marked “Gift Donation” in the amount equivalent to the gift’s fair market value in income.
- Donated gifts to an auction – the charity can issue you an official tax receipt. The amount on the receipt must be verified by proof of purchase or a third party appraisal.

CRA Definitions¹

Gifts

In most cases, a gift is a voluntary transfer of property without valuable consideration to the donor. However, under proposed legislation, for gifts made after December 20, 2002 a transfer of property for which the donor received an advantage will still be considered a gift for purposes of the *Income Tax Act* as long as we are satisfied that the transfer of property was made with the intention to make a gift. The existence of an advantage will not necessarily disqualify the transfer from being a gift if the amount of the advantage does not exceed 80% of the fair market value of the transferred property.

Gifts in Kind

Gifts-in-kind, also known as non-cash gifts, are gifts of property. They cover items such as artwork, equipment, securities, and cultural and ecological property.

A contribution of service, that is, of time, skills or efforts, is not property and, therefore, does not qualify as a gift or gift in kind for purposes of issuing official donation receipts.

Examples of Donations Not Covered:

- Service Donations – contributions of services (e.g. time, vacation rentals, condos, and skill) do not qualify for a tax receipt except in very special circumstances.
- Homemade Gifts – contributions of homemade gifts (e.g. baked items or crafts) do not qualify for a tax receipt. The materials associated with making the gifts, however, can be receipted, if proof of value is provided through receipts.

Special Olympics Ontario Registered Charitable Number: 11906 8435 RR0001

¹ <http://www.cra-arc.gc.ca/chrts-gvng/chrts/glsry-eng.html>