

## Sample official donation receipts

### Sample # 1 - Cash gift (no advantage)

#### Official Donation Receipt For Income Tax Purposes

Receipt # 0001

Charity name

Canadian charity address

Charity BN/Registration #

Date donation received: \_\_\_\_\_

Donated by: \_\_\_\_\_  
(First name, initial, last name)

Address: \_\_\_\_\_

Eligible amount of gift for tax purposes: \_\_\_\_\_

Date receipt issued: \_\_\_\_\_

Location issued: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

For information on all registered charities in Canada under the *Income Tax Act* please visit:

Canada Revenue Agency [www.cra.gc.ca/charities](http://www.cra.gc.ca/charities)

**Sample #2 - Cash gift with advantage**

**Official Donation Receipt For Income Tax Purposes**

Receipt # 0001

Charity name

Canadian charity address

Charity BN/Registration #

Date donation received: \_\_\_\_\_

Donated by: \_\_\_\_\_  
(First name, initial, last name)

Address: \_\_\_\_\_

Total amount of cash received by charity = \_\_\_\_\_ **A**

Value of advantage = \_\_\_\_\_ **B**  
(cash/fair market value of property or services)

**Eligible amount of gift for tax purposes: =** \_\_\_\_\_ **C**  
(line A minus line B)

Date receipt issued: \_\_\_\_\_

Location issued: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

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**Sample #3 - Non-cash gift (no advantage)**

**Official Donation Receipt For Income Tax Purposes**

Receipt # 0001

Charity name

Canadian charity address

Charity BN/Registration #

Date donation received: \_\_\_\_\_

Donated by: \_\_\_\_\_  
(First name, initial, last name)

Address: \_\_\_\_\_

Eligible amount of gift for tax purposes: \_\_\_\_\_  
(fair market value of property)

Description of property  
received by charity: \_\_\_\_\_

Appraised by: \_\_\_\_\_

Address of appraiser: \_\_\_\_\_

Date receipt issued: \_\_\_\_\_

Location issued: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

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**Sample # 4 - Non-cash gift with advantage**

**Official Donation Receipt For Income Tax Purposes**

Receipt # 0001

Charity name

Canadian charity address

Charity BN/Registration #

Date donation received: \_\_\_\_\_

Donated by: \_\_\_\_\_  
(First name, initial, last name)

Address: \_\_\_\_\_

Total amount received by charity = \_\_\_\_\_ **A**  
(fair market value of property)

Value of advantage = \_\_\_\_\_ **B**  
(cash/fair market value of property or services)

**Eligible amount of gift for tax purposes: = \_\_\_\_\_ C**  
(line A minus line B)

Description of property  
received by charity: \_\_\_\_\_

Appraised by: \_\_\_\_\_

Address of appraiser: \_\_\_\_\_

Date receipt issued: \_\_\_\_\_

Location issued: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

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