



**United Way**  
East Ontario

WORKING WITH COMMUNITIES  
IN PRESCOTT-RUSSELL, OTTAWA,  
LANARK AND RENFREW COUNTIES



## GIFT-IN-KIND TAX RECEIPT REQUEST FORM FOR GCWCC

GCWCC Portfolio Manager Name \*: \_\_\_\_\_ Date: \_\_\_\_\_

Government Department/Agency/Crown Corp: \_\_\_\_\_

*Please submit completed form with supporting documents in the treasurer's envelope with associated event form*

### GIFT DETAILS:

Description of donated item: \_\_\_\_\_

Fair Market Value (proof of value documentation or receipts for purchased items MUST be attached): \$ \_\_\_\_\_

Event Name \*: \_\_\_\_\_ Date of Event \*: \_\_\_\_\_

Envelope File Number containing Special Event Form\*: \_\_\_\_\_

(\* to be completed by Department/Agency/Crown Corp Treasurer)

### DONOR DETAILS (FOR TAX RECEIPT):

Name: \_\_\_\_\_

First Last

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

Street City Province Postal Code

*I confirm that the information I have provided on this form is true and accurate.*

Donor Signature: \_\_\_\_\_

### INTERNAL UNITED WAY OFFICE USE:

Donor Account #: \_\_\_\_\_

Envelope #: \_\_\_\_\_ Receipt #: \_\_\_\_\_

UW PROLRC Approval Signature: \_\_\_\_\_

OTTAWA OFFICE

363 Coventry Road, Ottawa ON K1K 2C5 T 613.228.6700 [UnitedWayEO.ca](http://UnitedWayEO.ca)