TAX RECEIPTING GUIDE

The Ottawa Hospital Foundation is deeply grateful of your support of our hospital and to our community. We want to make it easy for you to plan and organize your event and it's important that you understand the requirements set out by the Canada Revenue Agency (CRA) around charitable receipts. This is important for various reasons and following these rules helps protect our registered charitable status.

This document contains the basics that you need to know, but please connect with us to discuss the details of your event so we can make sure you feel comfortable and informed before you discuss tax receipts with the people participating in, and donating to, your event.

TAX RECEIPTS FOR PERSONAL DONATION

A tax receipt can be issued by The Ottawa Hospital Foundation for personal donations if:

1. Money is given to the Foundation, in the form of a cheque, cash donation, or online.
2. The donation is $15.00 or more.
3. The person donating did not receive any sponsorship recognition, goods, or services in exchange for their donation (e.g. promotional recognition, registration or green fees, live and silent auction items, door prizes or raffle tickets etc.)

Please ensure that all donations, along with a complete list of donor names and addresses, are submitted to the Foundation within 30 days of the event and by December 31st in the same calendar year that the event was held. Click **HERE** to access our generic pledge form that you can use to track donations.

BUSINESS/CORPORATE DONATIONS

Just like an individual can, businesses can make a monetary donation of $15.00 or more and receive a tax receipt. However, there are other helpful ways that businesses can support your event, but please note: donations of this kind are NOT eligible for a charitable tax receipt.

GIFT IN-KIND

Donating in-kind goods or services such as food, prizes, furniture, or audio-visual equipment, instead of donating the money needed to buy or rent those things.

SPONSORSHIP

Sponsoring your event or picking up associated costs and receiving "free advertising" in return for their support.

SERVICES

Services such as printing, event planning, photography, web design, legal, accounting, financial auditing, marketing, or public relations.

Further tax receipting information is available at the Canada Revenue Agency website HERE.