



FREQUENTLY ASKED QUESTIONS: CHARITABLE TAX RECEIPTS

Here are answers to your most common tax questions!

If you have any further questions, please call us at 1-888-203-9990 or email us at dare@stephenlewisfoundation.org.

Q1. Does the Stephen Lewis Foundation issue tax receipts?

A1. Yes, the Stephen Lewis Foundation is a registered charity. Anyone who donates \$20 or more to your online Dare page will automatically receive a tax receipt by email. If you are collecting cheques, cash or credit card donations personally, your donors will receive a tax receipt by mail. See Question 5 below for how to send in your money. Our charitable registration number is 89635 4008 RR0001.

Q2. I am doing a Dare and thought that it would be easier if I bought a receipt book and made out tax receipts on the spot. Is that okay?

A2. Thanks for trying to help but **only** the Stephen Lewis Foundation is authorized to provide donation tax receipts.

Q3. I can't find my tax receipt. Can I have another one?

A3. Yes, we can send you a copy of your receipt. Be sure to give us your full name as it appeared on your donation, your address, the date you made the donation and the amount. Please include a phone number or email address so we can get in touch with you if we need to. Please call 1-888-203-9990 x0 or email dare@stephenlewisfoundation.org to request a reprint of your receipt.

Q4. I want to make a donation to support a Dare but I want the tax receipt sent to my mother who needs a charitable receipt more than I do. Can you do that for me?

A4. The Income Tax Act says that we **must** send a tax receipt only to the person making the donation. This means that unless we receive a signed letter confirming that your mother gave you the money to forward to the Foundation, we can only send a receipt to:

- the person or people whose names are on a pre-printed cheque
- the person whose name is on the credit card

Q5. People supporting my Dare will probably donate by cash or cheque, but I don't want to send cash through the mail. How can I get you the money? And how can I get the donors a tax receipt?

A5. There are a few parts to this answer, so bear with us:

- Please collect all the cash, and turn it into a money order or deposit it into your account and write us a cheque. That solves the problem of sending cash through the mail.
- Along with the cheque, be sure to send us a list of all donors who donated in cash and want or require a tax receipt. Remember that the Stephen Lewis Foundation issues tax receipts for donations of \$20 or more. Your list must include all the contact information for those donors, including the amount they donated. We need their name, full address, phone number and, if possible, their email address.
- Of course, all of this can be made easier if you provide Donor Forms and envelopes for all your potential donors. Call us first, and we'll send you some! That way, they can fill out their own contact information and insert the form and cash/cheque/credit card information into the envelope. People who donate a small amount, or want to donate anonymously, or don't care about a tax receipt, just won't fill in the donor form.
- If you've donated and your contribution is included in your personal cheque, don't forget to fill out a donor card for yourself!

Q6. I will be selling tickets to support my Dare. Do you issue tax receipts for all or part of the ticket?

A6. The short answer is no. The Foundation does not issue tax receipts for the cost, or part of the cost, of tickets to an event. The reason is that, for ticketed events, the Foundation has a legal obligation to obtain original invoices for all the expenses of your event, and to obtain valuations for any 'give-aways' occurring at your event. That's a lot of work and a big expense for the Foundation.

Q7. People are really helping me out with my Dare and providing their services for free. I'm talking about catering, audio equipment, the room rental etc. They've asked me for tax receipts for the equivalent of the cost. Can the Stephen Lewis Foundation issue them tax receipts?

A7. The Income Tax Act does not permit the Foundation to issue tax receipts for services rendered.

Q8. We have received donations from local businesses and artists for our silent auction. Can the Foundation issue tax receipts to those donors? How about the people who buy the auction items?

A8. The Income Tax Act requires very detailed and complex valuations of every item in a silent or live auction. Frankly, the Stephen Lewis Foundation just doesn't have the staff to make those valuations. Here's what we suggest instead: other auction organizers have told us that, in their experience, companies are just as happy to deduct the donation as a business expense and so, the Foundation can issue an official acknowledgement for that purpose.

How about the people who buy the auction items?

Guests who buy auction items are receiving something for their donation and the Income Tax Act does not permit the Foundation to issue tax receipts in those circumstances.

Q9. My Dare involves selling my own crafts, art work, or baked goods to raise money for the Foundation. Can I get a tax receipt from the sales?

A9. Thanks so much for putting your creativity to work for a good cause. We can certainly send you a tax receipt. Please be sure to cover your expenses (if you need to do that) before you send in the net amount.

Q10. My Dare involves organizing a lottery, or raffle, or draw (at my school, church, etc.) to raise funds for the Stephen Lewis Foundation. Can people who buy tickets receive a tax receipt?

A10. We're sorry to disappoint you but you cannot organize a lottery or raffle or draw! The Criminal Code of Canada prohibits the act of 'selling a ticket with a chance to win a prize' unless a gaming licence has been acquired. In order to acquire a gaming licence, you have to be a charitable or religious organization which uses the funds raised in support of local community organizations. Clearly, you are not a charitable organization. And, clearly, the money raised is going to Africa. So, none of the required conditions can be met. Please note that the Criminal Code does not apply to 'door prizes' because door prize tickets are given away for free for attending an event.

But, there are other legal ways to raise money! If you have prize items that you want to leverage into cash for the Foundation, you can always hold a silent or live auction.