



# Gift-in-Kind Declaration Form

**Thank you for giving a gift-in-kind to Beakerhead!**

*Please read Beakerhead's Gift Acceptance Policy before completing this form. The Canadian Revenue Agency (CRA) has added a number of conditions that charities must adhere to when receipting gift in kind donations. These conditions affect the tax receipt value that the donor receives in return for their donation. These conditions do not apply to donations out of inventory by businesses.*

## PART 1: Donor Details

Name (of Donor or Contact for Organization)

Organization (if applicable)

Address

City, Province

Postal Code

Phone

Email

Would you like a tax receipt for your donation? Yes  No

How will you transfer your donation? Delivery  Pick-up is required

## PART 2. Details and Value of Gift-In-Kind Donation

(for more than one item, please add additional pages)

**1) Description of Gift (include condition and age of item)**

**2) Fair Market Value**

\$

Documentation is provided to support Fair Market Value? Yes  No

*NOTE: According to Canada Revenue Agency guidelines, official documentation (such as a sales receipt) or independent appraisal of the fair market value of the donated item is required in order for Beakerhead to issue a charitable tax receipt. Tax receipts can only be issued when this documentation is on file with Beakerhead. If documentation is not provided, fair market value will be established by Beakerhead.*

**3) Donor's cost (please answer each question)**

- Yes  No  This gift was acquired in the last three years.
- Yes  No  This gift was acquired in the last ten years with the intent to donate to charity.
- Yes  No  This gift was received in the last ten years from a family member or other non arm's-length person.

If you answered yes to any of the above, what was the original cost of the gift that you are donating to Beakerhead? \$

*NOTE: The CRA will approve a tax receipt amount that is the lower of the donor's cost and the fair market value.*

**4) Eligibility statement**

Yes  No  Is this donation being made under a donation tax shelter gifting arrangement or limited recourse debt scenario?

**5) Donor benefits (please select one)**

- This gift is given voluntarily and there is no expectation of benefit or advantage.
- The donor will receive an advantage or benefit for this gift at the value of \$\_\_\_\_\_ and the tax receipt value will be reduced accordingly.

**PART 3. Donor Signature**

My signature below confirms that the information I have provided on this form is true and accurate. I hereby authorize Beakerhead to use this information in determining the value of the tax receipt I receive and to share this information with the Canada Revenue Agency.

Signature of Donor	Date

Please return this form to:

Mary Anne Moser, President  
Beakerhead  
#101, 1615 – 10 Ave SW  
Caalgary, AB T3C 0J7  
moser@beakerhead.org