



## CHARITABLE DONATION RECEIPT REQUEST FORM

**\*Please fill in the contact information for the business/individual to which a charitable donation receipt will be sent:**

Name/Business: \_\_\_\_\_

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

City/ State/ Zip/Area Code \_\_\_\_\_

Phone No: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

A monetary donation of \$ \_\_\_\_\_ has been made to the Newfoundland and Labrador Laubach Literacy Council Inc., for which the charitable organization did not provide any gifts, services or compensation.

**\*For donations of goods or services please list the item and fair market value of the item in the box below.**

<u>Donated Items</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____

Signature of donar \_\_\_\_\_ Date \_\_\_\_\_

Executive Director NLLLC Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Please note:** Newfoundland and Labrador Laubach Literacy Council Inc. is required to have written documentation of the fair-market value of any donations for tax deduction purposes. Please attach an invoice or signed letter indicating the value of the donation amount and attach it to this form if the space above is not sufficient to list your donated items. **Donations valued less than \$20 Canadian will not be issued a charitable receipt.**