



AUCTION DONATION FORM

THE 37th BANFF CENTRE MIDSUMMER BALL WEEKEND (July 22-24, 2016)

Please forward all inquiries to:
Banff Centre Development Office
Attention: Kate Price
107 Tunnel Mountain Drive, Box 1020, St.4
Banff AB, T1L 1H5
PHONE: 403.762.6151 | **FAX:** 403.762.6398
EMAIL: kate_price@banffcentre.ca

Please return by April 15, 2016

DONOR'S NAME (please list it exactly as you would like it to appear in all recognition materials):

CONTACT NAME:

PHONE NUMBER:

WEBSITE:

EMAIL ADDRESS:

MAILING ADDRESS:

DONATED ITEM:

RETAIL VALUE:

EXPIRY DATE:

DONATION RESTRICTIONS (if any):

DESCRIPTION (Maximum 2-3 sentences, as you would like it to appear in print materials. May be edited for brevity.):

PROMOTIONAL IMAGE: Please email a **high-resolution (300 dpi/1 MB or above) jpeg image** to kate_price@banffcentre.ca by April 15, 2016.

ITEM DELIVERY - please highlight one of the following:

I will mail it

I will deliver it

I require it to be picked up

TAX RECEIPTS (All tax receipts require proof of fair market value. Please see reverse for eligibility details.)

Please choose one of the two following options (if "YES", please highlight your chosen proof of fair market value).

→ **YES, I would like a charitable tax receipt.**

I have attached proof of fair market value in the form of:

Sales Slip

Retailer Invoice

Current Catalogue Page

Certified Appraisal

→ **NO, I would NOT like a charitable tax receipt.**

AUTHORIZING NAME (please print):

AUTHORIZING SIGNATURE:

DATE:

The information on this form is collected in compliance with Canada Revenue Agency guidelines for charitable giving. It will be used to process your donation and keep you informed about The Banff Centre. Information is collected under the authority of The Banff Centre Act, which mandates the programs and services offered by The Banff Centre. The Alberta Freedom of Information and Protection of Privacy Act protect the information on this form. For inquiries, contact the Development Office at 403.762.6430.



The Banff Centre

inspiring **creativity**

Important Information on Charitable Tax Receipts for Gifts-In-Kind

Canada Revenue Agency requires that we to adhere to specific guidelines regarding the receipting of gifts-in-kind. See www.cra-arc.gc.ca/charities for further information.

Tax receipts can be issued for gifts of merchandise or goods (e.g. artwork, wine, cameras) only if the fair market value can be established. Proof of fair market value (for goods) or a certified appraisal (for artwork) must be provided to Kate Price at The Banff Centre, in addition to a completed donation form, no later than April 15, 2016.

The deadline for proof of fair market value is April 15, 2016.

Proof of fair market value:

- **PROOF OF RETAIL VALUE:** Donations of inventory from a business (e.g. a camera) will receive a tax receipt for the retail value of the donation. Proof of retail value can include a retailer invoice, sales slip, page from a current sales catalogue, or certified appraisal.
- **THIRD-PARTY APPRAISER:** In certain cases, in order to be in compliance with CRA rules, The Banff Centre may need to pay a certified third-party appraiser to establish the fair market value of the donated property. In these cases, a donation of funds or appraisal services by the donor would be appreciated. A tax receipt can be issued for your cash donation.
- **THREE YEAR RULE:** If the donor purchased the property within the last three years, and it has appreciated in value, the receipt amount will equal the price paid by the donor to acquire the property, and not the current fair market value. Proof of purchase and purchase price is required. If the property has been in your possession longer than three years, then fair market value will be used. You will be requested to provide proof of date-of-purchase.

Tax receipts can NOT be issued for gifts of services (e.g. guided trips, commissioned paintings, spa experiences), gifts of accommodation, gift certificates (except when purchased by the donor from a third-party vendor, in which case proof of purchase must be provided in order for a receipt to be issued), or any gifts-in-kind where the donor receives promotional value – such as logo recognition.

Please note that Diamond, Platinum, and Gold level auction donors may, upon request, forego logo recognition in all Ball promotional materials in exchange for receiving a tax receipt, per Canada Revenue Agency guidelines.

For more information, please contact:

Kate Price at **403.762.6151** or email kate_price@banffcentre.ca