

THIRD PARTY EVENTS TAX RECEIPT INFORMATION



The Hospitals of Regina Foundation is proud to be a leader in fundraising in Saskatchewan and is committed to following the rules and regulations regarding tax receipting set out by the [Canada Revenue Agency](#) (CRA). This is important to protecting our charitable status.

It is very important that you understand the rules about tax receipts BEFORE you plan your event. It is your responsibility to communicate decisions surrounding tax receipting to the participants of the event, so please be sure you and your third party event coordinator have discussed your event in detail and that you are clear about what you can and cannot offer.

The Foundation can provide tax receipts only if:

1. You have submitted an Event Proposal Form and have been given approval from the Foundation.
2. You provide a complete and legible list of donors:
 - first and last name
 - address, including city and postal code
 - amount given
 - amount tax receipt to be issued for
 - list and value of any benefits received for the donation
3. The tax receipt information and donations are received within 30 days of your event
Note: Tax receipts dated for the year of your event can only be issued if all money and information is received by December 1st of that year.
4. The donation is \$20 or greater.
5. The tax receipt is being issued to the person who made the donation (unless the cheque issuer acts as a donation collector and issues a complete list of donor details and amount given).
6. The rules and regulations additionally outlined for your specific type of event are followed.