## Terms and Definitions

**Official Donation Receipt For Income Tax Purposes**
Statement that the receipt is official for tax purposes.

**Receipt # 0001**
Sample serial number of receipt.

**Charity name**
Name of charity as recorded with the Minister [of National Revenue].

**Canadian charity address**
Canadian address of charity as recorded with the Minister [of National Revenue].

**Charity BN/ Registration#**
The registration number as assigned by the Minister [of National Revenue].

**Date donation received**
If the donation is a cash donation, use either the day on which or the year during which the donation was received.

If the donation is a non-cash gift, use the day on which the donation was received.

**Total amount received by charity**
The fair market value of property received from the donor.

**Fair market value**
Generally means the highest price, expressed in dollars, that a property would bring in an open and unrestricted market, between a willing buyer and a willing seller who are knowledgeable, informed, and prudent, and who are acting independently of each other.

**Value of advantage**
Total amount of all benefits provided to donor or any other person for the gift.
(i.e.,value of books, meals, golf tournaments etc.)

**Eligible amount of gift for tax purposes**
This is a new term used in the Income Tax Act to refer to the amount that the donor can claim for tax purposes for the donation.

**Description of property**
A brief description of property received by charity.

**Appraised by**
Name of appraiser if property is appraised.

It is recommended that property be appraised if the value is over $1,000. However, there is no legal requirement to have property appraised. If the property has been appraised, the name and address of the appraiser must be provided. If the property has not been appraised, the charity must be able to substantiate the value of the property.

**Address of appraiser**
Address of appraiser if property appraised.

It is recommended that property be appraised if the value is over $1,000. However there is no legal requirement to have property appraised. If the property has been appraised, the name and address of the appraiser must be provided. If the property has not been appraised, the charity must be able to substantiate the value of the property.

**Donated by**
Name of the donor including, in the case of an individual, the donor's first name and initial.

**Address**
Address of the donor.

**Date receipt issued**
The day on which the receipt was issued.

**Location receipt issued**
Place or location receipt was issued.

**Authorized signature**
The signature of an individual who has been authorized by the charity to acknowledge donations.

**Canada Revenue Agency:** [**www.cra-arc.gc.ca/charitiesandgiving**](http://www.cra-arc.gc.ca/charitiesandgiving)
An example of a CRA web address.

Date modified:

2009-10-26