

Thank you for raising funds for your United Way campaign! Here's an overview of everything you need to know to remit the donations you have collected.

### Employee Gifts

There are two ways you may receive employee donations to your United Way campaign:

#### Online Donations

ePledge through United Way Halton & Hamilton allows employees to pledge online, eliminating the need to distribute, collect, and process paper pledge forms. This secure online interface allows communication directly to employees, and provides real-time pledge tracking. Contact your United Way staff partner to learn more.

#### Pledge Forms

Downloadable Pledge Forms are available in the [Online Campaign toolkit](#). These fillable PDF forms can be distributed electronically, or can be printed and distributed to employees. All completed forms should be submitted to your United Way staff partner (via scan or courier).

### Special Events

Special Event funds can be collected through a digital platform, or can be submitted via EFT, E-Transfer, or mailed cheque.

#### *Digital Platforms:*

United Way Halton & Hamilton has tools to help pivot your in-person event to a virtual event. Contact your United Way staff partner to discuss other digital platforms that are available.

#### *EFTs & E-transfers:*

Please contact United Way Halton & Hamilton ([info@uwhh.ca](mailto:info@uwhh.ca)) to confirm banking information for EFT set-up or E-Pledge information.

#### *Cheques can be mailed to:*

United Way Halton & Hamilton  
101 – 4210 South Service Road  
Burlington, ON L7L 4X5

## Tax Receipting

### *What is Receiptable?*

- Direct cash, cheque and credit card donations of \$25 or more are automatically issued a tax receipt
- Direct cash, cheque and credit card donations are receiptable for the tax year in which they are received
- Monthly donations will be receipted at the end of the calendar year. Payroll deductions will appear in box 46 on T4 slips

### *What is not eligible for a tax receipt?*

- Auctions and raffles: A charity cannot issue tax receipts to people who buy items at a charity auction, even if the price they pay exceeds the fair market value of the item. This is because they are receiving something in return and therefore there is no gift.
- Contributions of services: Contributions of services may not be acknowledged by issue of an official receipt. A gift must involve property. Contributions of services (that is time, skills, effort) are not property and do not qualify.

### *Gifts that are partially receipted*

- Admission cost to a meal or entertainment event: Canada Revenue Agency regulations permit the issuing of a receipt for the donation component of the admission price to a meal or entertainment event. For example, if a lunch costs \$30 per person (including HST) and the admission price is \$100, then a receipt can be provided for the \$70 difference. This partial receipting rule applies to dinners, shows or the like.

**\*\*Please do not promise anyone a receipt.** Please check with your United Way Staff Partner if you are not sure about receipting rules.

**Questions?** If you have any questions or need support in planning your campaign, please connect with us at [info@uwvh.ca](mailto:info@uwvh.ca)