



# REQUEST FOR CHARITABLE RECEIPT

(Form 523-1)

**\*\*\*Please note: This is not an official charitable receipt. The official receipt will arrive by mail.\*\*\***

All forms should be completed and forwarded to the Division Office in Meadow Lake, Saskatchewan.  
An official receipt will be issued and mailed to the Donor's address shown on the form.

## SECTION I (To be completed by Donor)

Donated By: \_\_\_\_\_  
(First Name, Initial, Last Name or Corporate Name)

Date: \_\_\_\_\_

Donor's Address: \_\_\_\_\_

Amount: \$ \_\_\_\_\_  
Payable to: Northwest School Division

\_\_\_\_\_ Cheque No.: \_\_\_\_\_

Donee (Name of School) : \_\_\_\_\_

Donor's Signature: \_\_\_\_\_

## SECTION II (To be completed by School)

School Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

**Administrator**  
**Accepting Donation:** \_\_\_\_\_

Donation Purposes: Decentralized \_\_\_\_\_ SCC \_\_\_\_\_ School \_\_\_\_\_

## SECTION III (To be completed by Division Office)

Date Receipt Issued: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Code: 1-4-59-998-998 \_\_\_\_\_ -203

Tax-deductible charitable receipts will only be issued for donations equaling or exceeding a fair market value of \$20.

Charitable Donations are gifts intended to benefit all students.

If uncertain whether a gift qualifies as a charitable gift, please contact the Division Office at 306-236-5614.

[AP 523 – Taxable Deductible Charity Receipts](#)

Updated January 2015