

Receipt Request Form

What do I use this form for?

Please use this form if you have **guests at your Girls' Night In who donated via cash or cheque, and would like a tax-deductible receipt** for their donation. Guests will receive their receipt to the address details provided on the form.

Guests who donate online will automatically receive a receipt, so you won't need to include their details on this form.

All donations \$2 and over are tax-deductible.

How do I use this form?

- 1** On the back of this page is the form your guests can use to request a tax-deductible receipt for their cash or cheque donation to your Girls' Night In. **Print out copies** of this form and hand them out to guests, or **email this form** to guests to fill out electronically. They can open and edit the form in their web browser.
- 2** **Ask your guests to fill in their details** and hand the forms back to you.
- 3** **Count the total number of receipts requested and the total value** of the receipts requested, and fill these details in below. This will help us to make sure we're sending the correct receipts to everyone who needs them!

First Name:

Last Name:

Supporter ID:

Total amount raised at your event:

\$

Total value of receipts requested:

\$

Please let us know how you have submitted your funds

Total amount submitted:

\$

Date of transfer:

Method of money transfer:

Cheque

Bank deposit

Other:

Please note: The easiest way to submit cash and cheque funds is by making an offline donation through your fundraising dashboard.

- 4** **Send this form back to us**, addressed to:

Cancer Council Victoria
Reply Paid 87108
Carlton South VIC 3053

- 5** If you would like to submit your funds to us by **bank deposit**, here are the details:

Account name: Girls' Night In
BSB: 013-128
Account number: 837725441

Please reference your Supporter ID on your bank deposit. This number can be found on your Letter of Authority, or alternatively please email us and we can provide your Supporter ID.

If you need help with any of the above, remember we're here for you! Call us Monday to Friday, 9am to 5pm on **1300 65 65 85** or email us at girlsnightin@cancervic.org.au.

Thank you for your generous donation to **Girls' Night In!** If you made a cash or cheque donation and would like a tax-deductible receipt, please fill in your details below.

All donations \$2 and over are tax-deductible. Please use BLOCK letters and ensure your details are correct for tax receipt purposes.

Donation amount \$ Method: Cash Cheque

Title First Name Surname

This donation is on behalf of a company. The company name is:

Contact Number

I would like to receive my receipt by:

Email My email address is:

OR

Mail My mailing address is:

State: Postcode:

Cancer Council Victoria is committed to handling your personal information in accordance with our Privacy Policy. For more information, please visit www.cancervic.org.au/privacy

Please photocopy this form for as many guests as required



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All donations \$2 and over are tax-deductible. Please use BLOCK letters and ensure your details are correct for tax receipt purposes.

Donation amount \$ Method: Cash Cheque

Title First Name Surname

This donation is on behalf of a company. The company name is:

Contact Number

I would like to receive my receipt by:

Email My email address is:

OR

Mail My mailing address is:

State: Postcode:

Cancer Council Victoria is committed to handling your personal information in accordance with our Privacy Policy. For more information, please visit www.cancervic.org.au/privacy