

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** Guests can use the form on the next page to request a tax-deductible receipt for their cash or cheque donation to your Girls' Night In. **Print out copies of the form as required** and hand them out to guests that need them.
- 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!

Host name:

Your email address:

Your supporter ID:

(if available to you. This can be found in your letter, your host kit and in emails from us.)

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

Girls' Night In
Reply Paid 89142
Carlton South VIC 3053

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:

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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: