



## **Second Harvest Gift-In-Kind Receipting Policy for Food Donors**

Second Harvest is a registered charity and issues donation receipts in accordance with Canada Revenue Agency (CRA) guidelines. **Please note**, not all donations are eligible for income tax receipts. While it is not mandatory for charities to provide receipts for donations, we have established a process to do so if the gift is eligible.

Under current Canadian tax law, donors of food and consumer products receive no tax benefit for their donation. It is at Second Harvest's discretion, as per guidelines outlined by the CRA, as to whether tax receipts for food donations are issued.

### ***Acknowledgement Letters***

Often, food donors will write off the cost of the product, or a percentage of the cost, and can do so within the regulations of the CRA, and do not require a receipt. Thus, if the value of the donation is within the write-off allowances, the company can take the tax write-off without a charitable receipt. As back-up, Second Harvest is happy to provide our food donor partners an Acknowledgement letter, on our letterhead, that confirms the products donated, without a dollar value attached. **Acknowledgement letters must be requested within seven (7) business days of Second Harvest receiving the product.**

You can request an Acknowledgement letter for your donation through your key contact at Second Harvest.

### ***Tax Receipts***

Second Harvest will provide a tax receipt if eligibility criteria are met. The onus for proof falls to us, the registered charity, to validate the dollar amount of the receipt. Thus, minimum eligibility requirements for requesting a food donation charitable tax receipt include:

- The product(s) must have a fair market value and be accompanied by proper documentation confirming its value. Accepted documentation includes itemized bills of lading, itemized invoices, sales receipts, or public websites listing official price sets. **Documentation must be received within seven (7) days after the donation was received by Second Harvest.**
- Second Harvest may only issue a tax receipt to an individual if there is evidence to show that the individual is the true donor, which includes documentary proof specifying the acquisition by way of the individual's personal cheque/Credit/Debit Account or by way of the corporation donating in the name or on behalf of the individual through the Shareholder's account.

- The product must be “out of inventory” and “sellable,” which excludes close-to-code, mislabelled, damaged, test kitchen product, food service prepared food, or surplus food that the company cannot sell.
- The product must have the following minimum number of days left on the best before/expiry dates as outlined by food category below:
  - Shelf-stable/non-perishable product: 90 days
  - Meat/protein: 14 days
  - Dairy/dairy alternatives: 14 days
  - Produce: Based on quality

**Important Note:** *Taxes cannot be receipted so the donor must separate taxes from the value. If the product is coming from a manufacturer, the dollar value should be at cost rather than retail.*

If eligible, you can request a tax receipt through your key contact at Second Harvest.

**Questions?** Please contact Winston Rosser, our Director of Food Procurement, [winstonr@secondharvest.ca](mailto:winstonr@secondharvest.ca) and/or Ian Gibbons, our Senior Manager of Food Recovery, [iang@secondharvest.ca](mailto:iang@secondharvest.ca).