IMPORTANT INFORMATION ABOUT YEAR-END DONATIONS

To ensure our donors receive 2022 tax receipts there are several procedures we need to follow during this time.

In order to issue a 2022 tax receipt, we must have proof that the donation was received in 2022. PLEASE NOTE: The University Relations office will be closed during the Winter Closure starting Dec. 23, 2022 at 11:00 a.m. - Jan. 2, 2023.

- Best method of making a donation is to recommend giving online: https://donate.usask.ca/online/advancement.php

- Because Campus mail delivery has changed their standard procedures, we ask that if your college receives donations in the mail prior to the December 24 closure, please make arrangements with your college to have these donations delivered to our office and dropped in our self-serve dropbox before 4:30 p.m on December 22, 2022. Any donations delivered to the college after the January 2, 2023 can be forwarded through campus mail as normal and follow the instructions listed below:
  
  o **For cheques received by mail** - to be eligible for 2022 receipts, envelopes must be postmarked on or before December 31, 2022. Please send the envelopes over with the cheques.

  o **For donors who indicate in writing that they would like to make a gift by credit card** - to be eligible for 2022 receipts, envelopes must be postmarked on or before December 31, 2022. Please send the envelopes over with the documentation that indicates the donor intends to make a credit card donation. We must also be able to get in touch with the donor to obtain and process a successful credit card transaction by January 31, 2023. If we are unable to get in touch with the donor by end of day January 31, 2023, the gift will not qualify for a December 31 receipt. We do ask that you encourage donors to make their credit card donations online, as that is the quickest and most secure way to make a credit card donation.

  o **For gifts received in person** prior to December 31, 2022, we will need written declaration from you that the cheque was in your possession on or before December 31, 2022.

  o **For gifts in kind of property** the University of Saskatchewan must not only receive the property, but also accept the gift on or before December 31, 2022 for it to be a 2022 gift.

  o **For gifts in kind of securities** the University of Saskatchewan must receive the shares into our brokerage account on or before December 31, 2022 for it to be a 2022 gift.

- During the holiday break we will have an automated message that provides instructions for anyone wishing to make an end-of-year contribution. Over the holiday break, if you have any questions or questions from donors on stock transfers, please email or call Shandi Boser, Manager, Donations and Trusts at shandi.boser@usask.ca or 306-966-7834 and leave a voice message. Messages will be responded to as soon as possible.