

## 2018 TEAM DONATION FORM

OTTAWA/GATINEAU

### TEAM INFORMATION

Team ID

Team Type  Corporate  Friends & Family  School Team  Women's  PSC  Team CIBC Bank Centre Transit/LOB

Team Name \_\_\_\_\_ Team Captain's Name \_\_\_\_\_

**TAX RECEIPT INFORMATION**

- Receipts will be issued for donations of \$20 or more. Less than \$20, must be requested.
- Donor's name and address must be complete and legible to receive a tax receipt.
- Donations must be received by December 31, 2018 to receive a 2018 tax receipt.

### DONATION INFORMATION (Make cheques payable to Canadian Cancer Society)

DONATION INFORMATION						Donation Amount (\$)	Tax Receipt Required	Language Preference
<b>First Name</b>	<b>Last Name</b>						<input type="checkbox"/> Yes	<input type="checkbox"/> English
Suite/Apt #	Address	City	Prov	Postal Code			<input type="checkbox"/> No	<input type="checkbox"/> French
Card #	Expiry	Cardholder Name			x _____			
Email	Phone#				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card			
<b>First Name</b>	<b>Last Name</b>						<input type="checkbox"/> Yes	<input type="checkbox"/> English
Suite/Apt #	Address	City	Prov	Postal Code			<input type="checkbox"/> No	<input type="checkbox"/> French
Card #	Expiry	Cardholder Name			x _____			
Email	Phone#				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card			
<b>First Name</b>	<b>Last Name</b>						<input type="checkbox"/> Yes	<input type="checkbox"/> English
Suite/Apt #	Address	City	Prov	Postal Code			<input type="checkbox"/> No	<input type="checkbox"/> French
Card #	Expiry	Cardholder Name			x _____			
Email	Phone#				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card			
<b>First Name</b>	<b>Last Name</b>						<input type="checkbox"/> Yes	<input type="checkbox"/> English
Suite/Apt #	Address	City	Prov	Postal Code			<input type="checkbox"/> No	<input type="checkbox"/> French
Card #	Expiry	Cardholder Name			x _____			
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Card #	Expiry	Cardholder Name			x _____			
Email	Phone#				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card			
<b>First Name</b>	<b>Last Name</b>						<input type="checkbox"/> Yes	<input type="checkbox"/> English
Suite/Apt #	Address	City	Prov	Postal Code			<input type="checkbox"/> No	<input type="checkbox"/> French
Card #	Expiry	Cardholder Name			x _____			
Email	Phone#				<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card			

Charge \$ \_\_\_\_\_ to my credit card. Card #  Expiry  /

Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

\$ **TOTAL DONATIONS**  
(this form only)

### WHAT TO DO WITH YOUR FORMS & DONATIONS

Submit forms before or on Run day — Sunday, September 30, 2018

1. Bring cash/cheque donations and forms to a CIBC banking centre.
2. Get forms bank stamped by a CIBC teller. Keep forms — do not leave forms at CIBC.
3. Make copies of all forms for your records.

4. Submit forms at the following locations:
  - T-shirt pick up location OR on Run day at your chosen site location
  - Mail bank stamped forms to:  
**Canadian Cancer Society - Nova Scotia Division**  
 Attn: Data Processing Department  
 5826 South Street, Halifax, Nova Scotia B3H 1S6  
 (please do not mail cash)

Charitable Registration No. 118829803 RR 0001

The CIBC logo is a registered trademark of CIBC.

## CIBC BANK STAMP HERE

TOTAL DEPOSITED AT CIBC (this form only)

\$ \_\_\_\_\_

### CIBC CUSTOMER SERVICE REPRESENTATIVE INSTRUCTIONS

1. Forms are accepted year round
2. Ensure that this form is filled out with participant name and contact information
3. Make deposit using the Business Deposit option from the left navigation on the Search Client screen. DO NOT use the Customer Overview screen
4. Enter transit no. 112 and **donation account** 09-74307
5. Verify account short name ends in PLEDGE
6. Verify amount of the deposit and enter it on this form
7. **DO NOT PROCESS PAYMENTS BY CREDIT CARD**
8. Return form to participant

Cut here on Run day

## PAID STAMP HERE

TOTAL SUBMITTED (this form only)

\$ \_\_\_\_\_

### RUN DAY VOLUNTEER REPRESENTATIVE INSTRUCTIONS

1. Ensure that this form is filled out with participant and donors' name and contact information
2. Ensure total cash and cheques submitted matches form
3. At the bottom and top portion of the form, stamp with paid stamp (only if you've received cash or cheque donations from participant) and fill in total submitted for that form only
4. Tear off bottom portion of the form and give it to the participant (this will act as a receipt)
5. Be sure to hand the bottom portion from each submitted form, back to the participant