



**CALGARY
FOUNDATION**
FOR COMMUNITY, FOREVER

2021 TAX RECEIPTING DEADLINES

(in order to receive a tax receipt eligible for the 2021 calendar year)

Our office is closed December 24 & 27, 2021 and January 3, 2022

Our office will be closed at noon on December 23 and December 31, 2021

PLEASE NOTE: Although our office is currently closed due to COVID-19, our staff are working remotely and donations to Calgary Foundation can continue without disruption via online or by mail. Please see below for additional donation options. The best way to reach out to us is at 403-802-7700 or E:info@calgaryfoundation.org.

DONATIONS ONLINE - Deadline: December 31, 2021 (10:00pm MST)

- Visit calgaryfoundation.org to make an online donation.
- Electronic tax receipts are issued immediately for donations \$25 and over.

DONATIONS BY MAIL - Deadline: December 31, 2021

- Donations sent by mail must be postmarked by Canada Post with a legible 2020 calendar date. (Please note that mail processed entirely by machine will not be postmarked.)
- Please make cheques payable to *Calgary Foundation* and include the name of the Fund in the memo field to which the donation should be directed.

DONATIONS IN PERSON - Deadline: December 31, 2021 (12:00pm MST)

- Please make cheques payable to *Calgary Foundation* and include the name of the Fund in the memo field to which the donation should be directed.
- Please call 403-802-7700 or or E:info@calgaryfoundation.org to make arrangements to visit our office.

DONATIONS OF PUBLICLY LISTED SECURITIES - Deadline: December 31, 2021 (12:00pm MST)

- Please contact the Foundation's Donor Relations Team at 403-802-7717 **at least two weeks in advance** to ensure the process can be completed by December 31st.