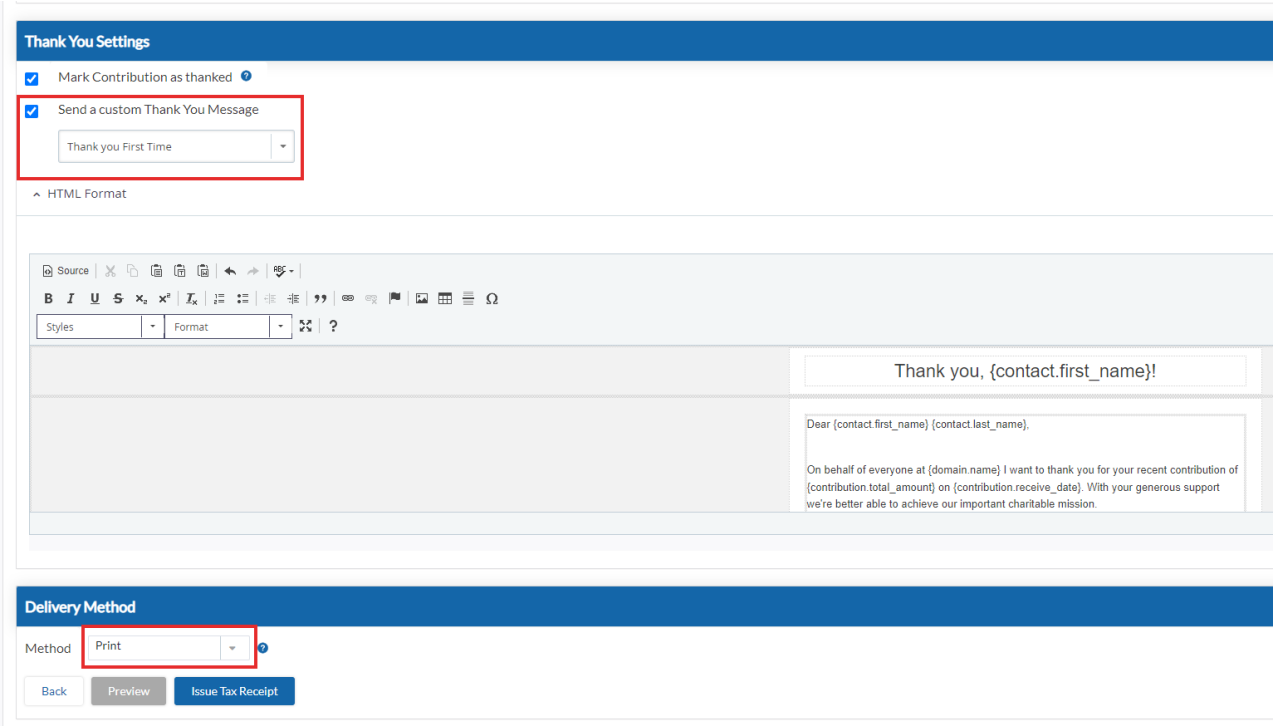
[Donor Management System] August 24, 2022

Last Modified on 08/24/2022 2:30 pm EDT

What's New!

1. Print Your Thank You Message

- Now, when you issue tax receipts and choose "Print" as the delivery method, you can also download a Thank-You letter at the same time. You can then print this letter, along with the tax receipt, and mail them to your donor/s. This feature is available when issuing single tax receipts, combined tax receipts, and annual tax receipts.
    - **TIP:** Learn more about creating and managing your Message Templates



Example download (letter + tax receipt):

186 Spadina Avenue
Toronto, ON M5T 3B2
Canada

kirsten@wellness.org
111-555-5555

Dear Benjamin A Franklin,

On behalf of everyone at Wellness Avenue I want to thank you for your recent contribution of $ 1.23 on Aug 24th, 2022 11:55 AM in memory of James Smith.

With your generous support we're better able to achieve our important charitable mission.

With gratitude.

Wellness Avenue

186 Spadina Avenue
Toronto, ON M5T 3B2
Canada

kirsten@wellness.org
111-555-5555

WELLNESS AVENUE
186 Spadina Avenue
Toronto ON M5T 3B2

Benjamin A Franklin
231 Daly Ave, Apt 2
Ottawa, ON
K1N 6G1, Canada

August 24th, 2022

Dear Benjamin A Franklin,

Thank you for giving generously. Your support is critical to helping us fulfill our mission. To assist with your record keeping, please find your official tax receipt. If you have questions about your contribution, please email kirsten@wellness.org or call 111-555-5555.

Thank you,
Wellness Avenue

Official Tax Receipt For Income Tax Purposes

WELLNESS AVENUE
Charitable Registration #: 10000-000-RR0000
186 Spadina Avenue
Toronto ON M5T 3B2

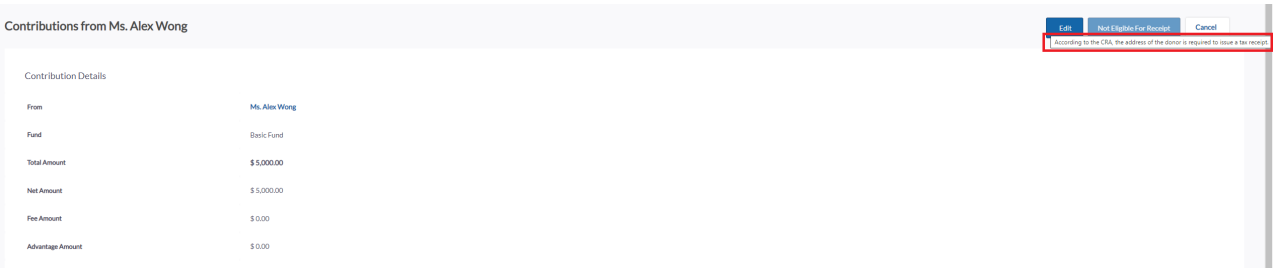
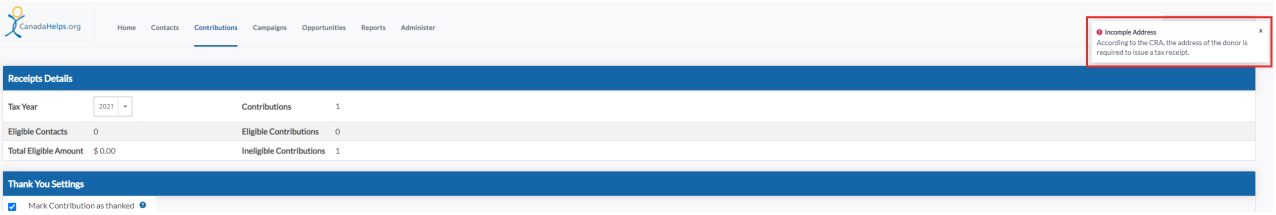
Receipt #: WELL00000303
Receipt Issued: 2022-08-24
Location Issued: Toronto, Ontario

Tax Year: 2022
Total Donation Amount: $1.23
Eligible Amount of Gift: $1.23

Donated by:
Benjamin A Franklin
231 Daly Ave, Apt 2
Ottawa, ON
K1N 6G1, Canada

Authorized Signature

Canada Revenue Agency - canada.ca/charities-giving Page 2 of 3

2. Ineligible Tax Receipting: Language Improvement

- For greater clarity, we've updated the error message when a contribution is ineligible for tax receipting due to a Contact missing a mailing address.
    - **TIP:** Learn more about adding address information for your Contacts.