



Alberta Native Plant Council

P.O. Box 52099, Garneau Postal Outlet, Edmonton, Alberta T6G 2T5

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ANPC donations – payment options and the procedure to receive a tax receipt for income tax purposes

If you do **not** wish to receive a tax receipt for income tax purposes, or are making a donation of less than \$20, you can do so directly to ANPC in one of three ways:

- as part of a cheque sent for another purpose
- by a stand-alone cheque
- as part of a Paypal payment for new/renewing membership or workshop attendance.

However, if you are making a donation of \$20 or more and would like to receive a tax receipt for income tax purposes, the procedure is a little different. ANPC cannot issue tax receipts itself so tax receipts for donations are issued by Nature Alberta, with whom we are affiliated. Therefore any donations to ANPC requiring a tax receipt should be made in the following way:

1. Write a **stand-alone** cheque to **Nature Alberta**.
2. Write "ANPC" in the memo line on the cheque (*optional*).
3. Write "conservation", "education" or "where needed" in the memo line on the cheque to donate funds to a specific program (*optional*) – "where needed" is the default if the memo line is left blank.
4. **Mail** the cheque to **ANPC**.

We make note of your donation in our records and forward the cheque to Nature Alberta, who will issue a receipt to you at the end of the year. ANPC will receive the funds from Nature Alberta at the end of each month. There is no charge to ANPC for this service.

If you would like more information about our donations' histories, please e-mail questions to ANPC at info@anpc.ab.ca and direct your message to the ANPC Treasurer.