# BIGcakeBAKE Receipt Request Form

the power of humanity

AUSTRALIAN RED CROSS

Big Cake Bake host: (full name) _____ Organisation: (if applicable) _____ Email: _____ Daytime Phone No: _____

**Thank you for your generous donation in support of Big Cake Bake and the work of Red Cross.** Please note that only donations can be receipted; the purchase of goods and services (raffle tickets, auction items, event tickets etc) are not classified as a donation. Donations $2 and over are tax deductible. **Please clearly complete the information below and a receipt will be issued by Red Cross within 3 months.** Please note that you don't have to list all donations received. Please use this form only for donations that require a tax receipt. Creating and posting receipts takes time and money so please think carefully about if you actually need a receipt for your donation. **This form cannot be used for any payments made via an online fundraising page.** Please refer to the Big Cake Bake host guide for more information on tax receipts.

| Title | First Name | Surname | Full Mailing Address | Daytime Phone No | Donation Amount $ |
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**PLEASE RETURN NO LATER THAN 30TH NOVEMBER.** Please attach the cheque or money order to this form.

**Return details:** Use the Reply Paid Envelope enclosed or GPO Box 4343, Melbourne VIC 3001. Alternatively, you can send this form via email to contactus@redcross.org.au.