

# Halifax Public Libraries **Donation Form**

## Contributor Information *(Donation receipts will be mailed to this address)*

Name \_\_\_\_\_ Date (d/m/y) \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_\_  
Telephone Home ( \_\_\_\_\_ ) Business ( \_\_\_\_\_ )  
e-mail \_\_\_\_\_

## Donation Details

One-time  Recurring (monthly) on the 15<sup>th</sup> of each month starting Date (mm/yy) \_\_\_\_\_ / \_\_\_\_\_  
Gift Amount  \$25  \$50  \$100  \$250  Other \$ \_\_\_\_\_

## Designation

I would like my donation to go towards:  Area of Greatest Need  Other *(specify)* \_\_\_\_\_

## Recognition

My gift may be publicly acknowledged in the name of: \_\_\_\_\_  
 I wish my gift to be anonymous

## Tribute

In honour of  In memory of  
Name \_\_\_\_\_ Occasion *(if applicable)* \_\_\_\_\_  
Please send an acknowledgement of this gift to:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_\_

## Payment Information

Cheque *(payable to Halifax Regional Library)*  
 Visa  MasterCard  American Express  
Card Number \_\_\_\_\_ Expiry Date (mm/yy) \_\_\_\_\_ / \_\_\_\_\_  
Name on Card \_\_\_\_\_ Card Verification Value \_\_\_\_\_  
*(please print)* *(3-digit number on back of card)*

### THANK YOU!

Registered Charitable Number: 87486 6551 RR001 ♦ Charitable receipts will be issued for gifts of \$10 or more.

INTERNAL USE ONLY

Official tax Receipt Number: \_\_\_\_\_

Issued by *(Initials)* \_\_\_\_\_

Date (d/m/y): \_\_\_\_\_

### WAYS TO DONATE

**In Person:** visit any branch of the Halifax Public Libraries ♦ **By Phone:** call 490-5763

**Online:** visit [halifaxpubliclibraries.ca](http://halifaxpubliclibraries.ca) ♦ **By Mail:** send this form to Halifax Public Libraries, 60 Alderney Drive, Dartmouth NS B2Y 4P8

Halifax Public Libraries respects your privacy. We do not rent, sell or exchange donor information. Your personal information will be used to prepare income tax receipts and keep you informed of the results of your gift, future funding needs, and opportunities to volunteer or give. You can be removed from our contact list at any time by e-mailing [agadmin@halifax.ca](mailto:agadmin@halifax.ca).

The Halifax Public Libraries Cash Donation Policy and/or Central Library Naming and Recognition Policy apply.



## Bookplates

With every \$25 gift to Halifax Public Libraries, you can elect to receive a customized bookplate.

Send my bookplate to me so I can select my books       I would like the Library to select books on my behalf.

Donated by     In honour of     In memory of

Text to appear on bookplate \_\_\_\_\_

Donated by     In honour of     In memory of

Text to appear on bookplate \_\_\_\_\_

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