

Donation Form

To donate to the Windsor Public Library, please complete this form. You may bring the form along with your donation to any Branch of the WPL or mail it with a cheque to Windsor Public Library – Accounting Department at the address above.

Donor Information:

To receive a valid tax receipt, please make sure all information is complete and accurate, including donor's full legal name. All donations will receive an acknowledgment letter; Donations of \$20.00 or more are eligible for a tax receipt.

First Name: _____ Last Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email Address: _____ Phone: _____

Donation Information:

Donation: Gift General Amount: \$ _____ Cash Cheque Debit Credit

Date: _____ *Staff Accepted:* _____

Gift Information (if applicable):

This donation is a special gift:

In Memory of: _____

In Honour of: _____

On the occasion of: _____

Please send an acknowledgement to the honouree or next of kin listed:

Name(s): _____

Address: _____

Materials requested (ex. Picture books about animals):

Thank you for supporting the Windsor Public Library's mission to enrich our community by providing access to resources that inform and entertain.

Office Use Only:

Tax Receipt Sent (date): _____

Acknowledgement Sent Materials Ordered