# **Canada Post** – Donation Request Form

CANADA POST / POSTES CANADA

*From anywhere... to anyone*

## Organization Information

| | |
|---|---|
| Are you a Registered Charity or Non-Profit organization? | ☐ Registered Charity ☐ Non-profit |
| Business Number (B/N) / Registration Number (as provided by the Canada Revenue Agency) | |
| Are you a currently being supported by the United Way? | ☐ Yes ☐ No |
| Organization or Charity Name | |
| Contact Name | Contact Title |
| Contact telephone number | Contact email address |
| Mailing address (1) | |
| Mailing address (2) | |
| Web site address | Amount of request **$** _____ |
| Is this a local / regional or national initiative? | ☐ Local / Regional ☐ National |
| What was your total annual revenue for the last fiscal year? | Total Revenue **$** _____ |
| Does your organization receive government funding? | ☐ Yes ☐ No<br>Total Revenue **$** _____<br>This includes revenue from federal, provincial / territorial and municipal / regional governments |
| Has your organization received a donation from Canada Post in the past? | ☐ Yes ☐ No<br>Year of Donation: _____<br>Amount of request **$** _____ |
| Will you be providing Canada Post with an official tax receipt? | ☐ Yes ☐ No |

**Provide a brief description of your organization**

Any brochures, pamphlets, etc. can be attached separately

| **Provide a brief description of the event or program** | |
|---|---|
| Event Name: | Event Date: |
| Location: | |

**Brief description:**

**Submission information:**

Donation requests must be submitted either by mail or email. All email submissions must be sent to: **donations@canadapost.ca**
All submissions sent via regular mail must be sent to the appropriate region listed below:

**Submissions for national events and programs should be mailed to Head Office:**

Corporate Sponsorship Programs & Donations
Canada Post
N1081 – 2701 Riverside Dr
OTTAWA ON K1A 0B1

**Submissions for local or regional events and programs should be mailed to:**

**Atlantic**
Communications
Canada Post
6175 Almon St
HALIFAX NS B3K 5N2

**Québec**
Communications
Canada Post
1506-555 McArthur
ST-LAURENT QC H4T 1T4

**Ontario – Ottawa**
Corporate Sponsorship Programs
& Donations
Canada Post
N0890 – 2701 Riverside Dr
OTTAWA ON K1A 0B1

**Ontario – Greater Toronto Area and Regions**
Communications
Canada Post
4567 Dixie Rd
MISSISSAUGA ON L4W 1S2

**British Columbia and Prairie Regions**
Communications
Canada Post
PO BOX 2110 STN Terminal
VANCOUVER BC V6B 4Z3