Caritas AUSTRALIA End poverty Promote justice Uphold dignity

PROJECT COMPASSION

Tax Receipt Procedure

Thank you for supporting Project Compassion in your parish community. Parishes are able to issue tax-deductible receipts on behalf of Caritas Australia for eligible Project Compassion donations. Please follow the guidelines below to ensure donations are processed and receipted correctly.

1. All Project Compassion donations are tax deductible and must be receipted as a gift to Caritas Australia.
2. All receipts issued by the Parish must be signed and validated with the Parish stamp. An electronic copy of the receipt template is included in this download.
3. All receipts issued by the Parish must be recorded on the Record of Receipt Sheet that has been provided, either a hard copy or electronic copy (which can be found in this download). The Parish must then send their completed Record of Receipt Sheet to help@caritas.org.au before **30th June 2027**.

Project Compassion Donation Envelope:

- Parishioners who make a cash or cheque donation through a Project Compassion Donation Envelope and wish to receive a tax-deductible receipt should tick the receipt request box on the envelope. The Parish should then issue a receipt on behalf of Caritas Australia and record the receipt on the Record of Receipts Sheet provided.
- Parishioners who make a credit card donation through the Project Compassion Donation Envelope will have their tax receipt automatically sent to them directly from Caritas Australia. This will occur once it has been received and processed. Credit Card donations are not to be receipted by the parish.

Project Compassion Donation Boxes:

- Parishioners who make a cash or cheque donation through a Project Compassion Donation Envelope and wish to receive a tax-deductible receipt should tick the receipt request box on the envelope. The Parish should then issue a receipt on behalf of Caritas Australia and record the receipt on the Record of Receipts Sheet provided.

If a parish does not wish to receipt on behalf of Caritas Australia, the parish must send all parishioner details through to Caritas Australia before 31st May 2027, to ensure timely receipting before the end of the financial year.

For further support, please contact us on 1800 024 413.