ISLAMIC RELIEF CANADA
READY TO ANSWER THE CALL

Changing Donations Between Corporate and Personal Accounts Request Form

Islamic Relief Canada follows Canada Revenue Agency (CRA) regulations, which require that donation receipts can only be issued to the true donor – the individual or organization that made the gift.

If you wish to change a donation from a corporate to a personal name (or vice versa), you must submit the required documents and form outlined below.

Policy Outline:

1. Donation receipts can only be issued to the true donor as per CRA rules.

2. IRC can only process changes if tax receipts for the relevant year have not been filed with CRA.

3. All requests must be supported with proper documentation (proof of ownership and authorization).

4. Processing will take 20–25 business days after all documents are submitted.

5. IRC reserves the right to reject incomplete or non-compliant requests

Please provide the following documents for us to fulfill your request:

- Proof of ownership of the corporation Letter of incorporation with your name as the sole owner of the corporation
- Letter from the corporation with the organization's letterhead and signature of the owner that these donations can be moved to a personal donor profile
- Proof that the Tax Receipts for the years in question that have been issued by Islamic Relief Canada have not been previously filed with the CRA
- Email the form and documents to finance@islamicrelief.ca.

Please also fill out the following table for us to be able to handle your request:

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Donation Change Request Form – Information Section

Corporation Name:	
Corporation Address:	
Personal Name:	
Personal Address:	
Last 4 digits of the credit card used:	
Tax years for which change is requested:	

Note: These changes will not be made unless the documents requested are submitted. If tax receipts for previous years have already been filed with the CRA, we will only make changes to the **current tax year**.