

FAQ's: SECTION 18A TAX DEDUCTIBLE DONATION CERTIFICATES

All donations to SA.MAST are tax deductible, meaning that we are able to issue you with Section 18A Tax Deductible Donation Certificates (TDC's) for donations you make.

Here is what you need to know about receiving your Tax Deductible Donation Certificate:

1) Why do we only issue TDC's upon request and not automatically?

Firstly, donation amounts, method/s of donation and donor information (address, telephone and surname contact details) can change within a year. This would entail us contacting each and every donor specifically beforehand for this information and we simply do not have the staff/man-power to do this. Secondly, not every donor requires a TDC from us.

2) How do you request your TDC, who issues them and how long does it take?

When you need yours, simply email or phone in your request and you will have it within 1-3 working days. Our Administration Manager issues them but she only works half-days so when we receive an 'influx' of requests during tax season, it can take between 1 to 3 working days.

3) What information do we need from you in your email or phone request for us to be able to issue you with your TDC swiftly?

- a) Your method of donation: Monthly Debit Order/EFT/Direct Deposit
- b) If by Monthly Debit Order: Is yours scheduled for 1st, 15th or 25th of each month?
If you have made additional donations via EFT/Direct Deposit, we need to know the amount/s, date/s and reference/s for these amounts too.
- c) If by EFT/Direct Deposit: Donation date/s, amount/s and your reference/s used (NB: please remember to always use *your name* as your reference when donating via these methods so that we can locate and verify your donations easily).
- d) You need to provide us with your current telephone number and address (by law, in terms of Section 18A of the Income Tax Act of 1962, no TDC may be issued without this contact information).

4) Why do we need all this information from you?

SA.MAST is an annually audited Public Benefit Organisation and Non Profit Trust. Therefore, our Auditors require us to authenticate all donations received in accordance with the amounts issued in the TDC's.

5) What happens if you lose/delete your TDC by mistake?

Simply request that we re-send it to you again. Every TDC issued has a unique "Invoice/Tax Receipt" reference number. We cannot issue you with duplicate TDC's for donations already accounted for but we can send you a copy of your original TDC issued.

6) What happens if you have already issued me with a TDC but I have made additional donations and require another TDC?

Submit your request for another TDC with the relevant donation information and you will be issued with further TDC's as required, which will have a new and unique "Invoice/Tax Receipt" reference number.