

## HOW TO COMPLETE THE DONATION DECLARATION FORM

To convert a membership credit to a tax-deductible donation to support St George Illawarra RLFC, a Donation Declaration Form must be submitted. This document contains instructions on how to complete the form for the following scenarios:

1. Declaring a tax-deductible donation in your own name for *your own membership credit*
2. Declaring a tax-deductible donation in your own name for a membership credit *belonging to another member that you have paid for*
3. Declaring a tax-deductible donation in another member's name for a credit *belonging to that member*
4. Declaring a tax-deductible donation in another person's name for a credit *belonging to you that they have paid for*

If you need to make a declaration for multiple scenarios, you will need to submit multiple forms.

**PLEASE SUBMIT ONE FORM PER INDIVIDUAL MEMBERSHIP CREDIT DONATED.**

If you still require assistance with completing the form after reading these instructions, please email us at [redv@dragons.com.au](mailto:redv@dragons.com.au), with a short explanation of whose credit you are trying to lodge a form for. We will then call you when our staff are available to talk you through the form, noting that we are currently working reduced hours.

## 1. TO DECLARE A TAX-DEDUCTIBLE DONATION IN **YOUR NAME** FOR **YOUR OWN** MEMBERSHIP CREDIT

Follow these instructions if you would like a tax-deductible receipt issued in *your name* for *your own membership credit*.

**First Name (this is the name that will appear on the tax-deductible receipt):**

Enter your first name

**Last Name (this is the name that will appear on the tax-deductible receipt)**

Enter your last name

**Member number (the numbers that appear after DRA-)**

Enter your member number. Only enter the numbers that appear after “DRA-“. You can find your member number in our Red V member emails or on the back of your membership card.

**Email (this is the email address the tax-deductible receipt will be emailed to)**

Enter the email address you would like us to send your tax-deductible receipt to. You will need to keep your tax-deductible receipt so you are able to claim your donation as a tax deduction in your 2022 income tax return.

**Membership order number**

Enter the order number for the order you purchased the membership in. This number begins with 20 and is written in the email we sent you about credits and donations.

**Which project of St George Illawarra Rugby League Football Club would you like your donation to support?**

Select from the drop-down menu the specific project you would like your donation to support. You can read about the Dragons Foundation project [here](#) and the Score Dragons, Inclusive Rugby League Program project [here](#).

**Are you completing this form to claim a tax-deductible donation in your name for the credit belonging to you?**

Select “yes” from the drop-down menu.

**Are you completing this form to claim a tax-deductible donation in your name for the credit belonging to another member that you have paid for?**

Select “no” from the drop-down menu.

**If yes, what is the name of this member?**

Leave blank

**What is this member’s membership number?**

Leave blank.

**Form Completed By (Your Name)**

Write your name

**Submit**

Click the “submit” button to finalise your declaration.

## 2. TO DECLARE A TAX-DEDUCTIBLE DONATION IN **YOUR NAME** FOR A CREDIT **BELONGING TO ANOTHER MEMBER**

Follow these instructions if you would like a tax-deductible receipt issued in **your name** for a credit belonging to **another member**. This can only be done if you have paid for another person's membership and they have not reimbursed you. For example, if you have paid for a membership belonging to your child or a friend/family member you have gifted a membership to.

**First Name (this is the name that will appear on the tax-deductible receipt):**

Enter your first name

**Last Name (this is the name that will appear on the tax-deductible receipt)**

Enter your last name

**Member number (the numbers that appear after DRA-)**

Enter your member number. Only enter the numbers that appear after "DRA-". You can find your member number in our Red V member emails or on the back of your membership card.

**Email (this is the email address the tax-deductible receipt will be emailed to)**

Enter the email address you would like us to send your tax-deductible receipt to. You will need to keep your tax-deductible receipt so you are able to claim your donation as a tax deduction in your 2022 income tax return.

**Membership order number**

Enter the order number for the order the membership was purchased in. This number begins with 20 and is written in the email we sent you or this member about credits and donations.

**Which project of St George Illawarra Rugby League Football Club would you like your donation to support?**

Select from the drop-down menu the specific project this member would like their donation to support. You can read about the Dragons Foundation project [here](#) and the Score Dragons, Inclusive Rugby League Program project [here](#).

**Are you completing this form to claim a tax-deductible donation in your name for the credit belonging to you?**

Select "no" from the drop-down menu.

**Are you completing this form to claim a tax-deductible donation in your name for the credit belonging to another member that you have paid for?**

Select "yes" from the drop-down menu.

**If yes, what is the name of this member?**

Enter the full name of the member who owns the credit you are claiming. Please enter their name as it appears on their membership order/membership card.

**What is this member's membership number?**

Enter the numbers after "DRA-" for the member who owns the credit you are claiming. You can find this number on the back of their membership card.

**Form Completed By (Your Name)**

Write your name

**Submit**

Click the "submit" button to finalise your declaration.

### 3. TO DECLARE A TAX-DEDUCTIBLE DONATION IN **ANOTHER MEMBER'S NAME** FOR A CREDIT **BELONGING TO THAT MEMBER**

Follow these instructions if you need to claim a tax-deductible donation on *behalf of another member* for *their own* membership credit. Only follow these instructions if this member is unable to submit their own declaration form.

**First Name (this is the name that will appear on the tax-deductible receipt):**

Enter the member's first name.

**Last Name (this is the name that will appear on the tax-deductible receipt)**

Enter the member's last name.

**Member number (the numbers that appear after DRA-)**

Enter the member number. Only enter the numbers that appear after "DRA-". You can find their member number on the back of their membership card.

**Email (this is the email address the tax-deductible receipt will be emailed to)**

Enter the email address this member would like us to send their tax-deductible receipt to. They will need to keep their tax-deductible receipt so they are able to claim their donation as a tax deduction in their 2022 income tax return.

**Membership order number**

Enter the order number for the order the membership was purchased in. This number begins with 20 and is written in the email we sent this member about credits and donations.

**Which project of St George Illawarra Rugby League Football Club would you like your donation to support?**

Select from the drop-down menu the specific project this member would like their donation to support. You can read about the Dragons Foundation project [here](#) and the Score Dragons, Inclusive Rugby League Program project [here](#).

**Are you completing this form to claim a tax-deductible donation in your name for the credit belonging to you?**

Select "yes" from the drop-down menu.

**Are you completing this form to claim a tax-deductible donation in your name for the credit belonging to another member that you have paid for?**

Select "no" from the drop-down menu.

**If yes, what is the name of this member?**

Leave blank

**What is this member's membership number?**

Leave blank

**Form Completed By (Your Name)**

Write your name

**Submit**

Click the "submit" button to finalise your declaration.

#### 4. TO DECLARE A TAX-DEDUCTIBLE DONATION IN **ANOTHER MEMBER'S NAME** FOR A CREDIT **BELONGING TO YOU**

Follow these instructions if you would like a tax-deductible receipt issued in *another person's name* for a credit *belonging to you*. This can only be done if another person has paid for your membership that you have not reimbursed them for, for example, if a friend/family member has paid for a membership they have gifted to you. You do not need to complete this form if this member has already completed a form to claim your credit.

**First Name (this is the name that will appear on the tax-deductible receipt):**

Enter the first name of the other person who is claiming the tax-deductible donation

**Last Name (this is the name that will appear on the tax-deductible receipt)**

Enter the last name of the other person who is claiming the tax-deductible donation

**Member number (the numbers that appear after DRA-)**

Enter the member number of the other person who is claiming the tax-deductible donation. Only enter the numbers that appear after "DRA-". You can find their member number on the back of their membership card. If this person is not a member, please enter "N/A".

**Email (this is the email address the tax-deductible receipt will be emailed to)**

Enter the email address this person would like us to send their tax-deductible receipt to. They will need to keep their tax-deductible receipt so they are able to claim their donation as a tax deduction on their 2022 income tax return.

**Membership order number**

Enter the order number for the order your membership was purchased in. This number begins with 20 and is written in the email we sent you about credits and donations.

**Which project of St George Illawarra Rugby League Football Club would you like your donation to support?**

Select from the drop-down menu the specific project they would like their donation to support. You can read about the Dragons Foundation project [here](#) and the Score Dragons, Inclusive Rugby League Program project [here](#).

**Are you completing this form to claim a tax-deductible donation in your name for the credit belonging to you?**

Select "no" from the drop-down menu.

**Are you completing this form to claim a tax-deductible donation in your name for the credit belonging to another member that you have paid for?**

Select "yes" from the drop-down menu.

**If yes, what is the name of this member?**

Enter your full name as it appears on your membership order/membership card.

**What is this member's membership number?**

Enter your membership number. Only enter the numbers after "DRA-". You can find this number on the back of your membership card.

**Form Completed By (Your Name)**

Write your name

**Submit**

Click the "submit" button to finalise your declaration.