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| **Notification of financial donations** **for the issuance of a donation receipt (Spendenbescheinigung)\***\*also see the respective information sheet „Zuwendungsbestätigungen“ available in the intranet of the University of Mannheim**http://intranet.verwaltung.uni-mannheim.de/intranet/dez\_iv/finanzbuchhaltung\_kasse/spenden/zuwendung/index.html** |

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| **Recipient (institution)** |
| Contact information in case of questions: |
| **Last name:**  |  | **E-mail:** |  |
| **Phone:**  |  | **Fax:** |  |

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| **Name and address** **of donor:** |       |
| **Amount1:** |       |
| **Purpose2:** |       |
| **Attachments:** |       |

1As a rule, donations may not be used for entertainment or service expenses (see Repräsentationsrichtlinine (Representation Policy)).

2 It must have the purpose of supporting science and / or research or other tax-advantaged purposes (without return services).

| **The financial contribution was received on** |  |  **at** |
| --- | --- | --- |

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| **Kostenstelle / PSP-****Element (10 digits)** | **Fonds****(4 digits)** | **SAP – Receipt – No.****(If known)** |
|       |      |       |

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**[ ]**  Please send the donation receipt directly to the donor.

**[ ]**  Please send a copy of the donation receipt to the recipient.

**[ ]**  Please send the donation receipt to the institution indicated above, which will send it to the donor.

Declaration: The recipient will make sure that the donation will be used in the near future. The donation will only be used for the purpose indicated.

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|  **Signature / Date:** | ................................................ / ......................... [Director of the Institution] |

**Please note:**

Persons intentionally or recklessly issuing false donation receipts or initiating that the donation is used for purposes other than the tax-advantaged purposes indicated in the donation receipt are liable for any tax damages (section 10 b subsection 4 of the Income Tax Act (EStG), section 9 subsection 3 of the Corporation Tax Act (EStG), section 9 no. 5 of the Trade Tax Act (GewStG).