

Donation Receipt Templates

Four templates for IRS-compliant written acknowledgments (IRS Publication 1771). Replace every [bracket]. Every receipt carries: the organization's name; the amount of cash or a description (not value) of property; and a statement that no goods or services were provided, or a description and good-faith estimate of their value. The donor must have it before filing to deduct any single gift of \$250 or more.

Template 1 — Cash gift receipt (single gift)

When to use: Use for any gift of money: check, card, ACH, or online. (Payroll-deduction gifts are substantiated through the pledge card and pay stub instead.) Required for the donor's deduction when a single gift is \$250 or more; good practice for every gift.

[ORGANIZATION LEGAL NAME] · EIN [00-0000000]
[Street address, City, State ZIP] · [phone or email]

DONATION RECEIPT

Receipt no. [optional] Date issued: [Month DD, YYYY]

Received from: [Donor full name]
[Donor address]

Date of gift: [Month DD, YYYY]
Amount: \$[0,000.00] Method: [check no. / card / ACH]

No goods or services were provided in exchange for this contribution.

[Organization] is recognized by the IRS as tax-exempt under section 501(c)(3) of the Internal Revenue Code. Your contribution is deductible to the extent allowed by law. Please keep this receipt with your tax records.

Thank you for supporting [one line on what the gift makes possible].

[Name], [Title]
[Signature]

Template 2 — In-kind (non-cash) gift receipt

When to use: Use for donated goods, equipment, or property. Describe the gift; never state its value. Valuation is the donor's responsibility.

[ORGANIZATION LEGAL NAME] · EIN [00-0000000]

[Street address, City, State ZIP]

RECEIPT FOR NON-CASH CONTRIBUTION

Date issued: [Month DD, YYYY]

Received from: [Donor full name], [address]

Date received: [Month DD, YYYY]

Description of property received:

[Quantity and plain description, e.g., 12 folding tables, used, good condition; one Dell laptop, model XXXX, serial XXXX]

[Organization] has not assigned a value to this gift. Under IRS rules the donor is responsible for determining the fair market value of donated property for tax purposes.

No goods or services were provided in exchange for this contribution.

[Organization] is recognized by the IRS as tax-exempt under section 501(c)(3). Please keep this receipt with your tax records. If you claim a deduction of more than \$500 for noncash property, IRS Form 8283 may be required with your return.

[Name], [Title] [Signature]

Template 3 — Event or quid pro quo receipt (donor received something)

When to use: Use when a payment over \$75 is partly a gift and partly for goods or services: gala seats, auction items, golf rounds. This is the one receipt the organization can be penalized for skipping.

[ORGANIZATION LEGAL NAME] · EIN [00-0000000]

[Street address, City, State ZIP]

RECEIPT AND DISCLOSURE STATEMENT

Date issued: [Month DD, YYYY]

Received from: [Donor full name], [address]

Date of payment: [Month DD, YYYY] Amount paid: \$[0,000.00]

In exchange for this payment you received: [two seats at the Spring Dinner on Month DD]

Good-faith estimate of the fair market value of goods or services provided: \$[000.00]

The amount of your contribution that is deductible for federal income tax purposes is limited to the excess of the amount you paid over the fair market value of the goods or services provided. Based on the figures above, that amount is \$[000.00].

[Organization] is recognized by the IRS as tax-exempt under section 501(c)(3). Please keep this statement with your tax records.

[Name], [Title] [Signature]

Template 4 — Year-end giving statement (several gifts, one acknowledgment)

When to use: Use in January to acknowledge all of a donor's gifts for the year in one document. One statement may cover several contributions; list each gift so any single gift of \$250 or more is substantiated.

[ORGANIZATION LEGAL NAME] · EIN [00-0000000]
[Street address, City, State ZIP]

ANNUAL CONTRIBUTION STATEMENT — TAX YEAR [YYYY]
Date issued: [Month DD, YYYY]

Donor: [Full name], [address]

Date	Description	Amount
[MM/DD/YYYY]	Cash gift (check no. 000)	[\$000.00]
[MM/DD/YYYY]	Online gift	[\$000.00]
[MM/DD/YYYY]	Cash gift	[\$000.00]
Total cash contributions for [YYYY]:		[\$0,000.00]

Non-cash gifts received (description only, no value): [none / description]

No goods or services were provided in exchange for any of the contributions listed above, except as follows: [none / e.g., MM/DD dinner, fair market value \$00 — deductible portion of that payment \$00].

[Organization] is recognized by the IRS as tax-exempt under section 501(c)(3). This statement is provided so that you have it before you file your federal income tax return. Please keep it with your tax records.

With thanks, [Name], [Title]