

Noncash Acknowledgment # 10
(All receipts should be numbered for accounting and control purposes)

[Date]

Non-Cash Donation Statement

[Business Name]
[Business Address]

Dear [Recipient's Name],

Thank you for your donation of a [donation description] in good condition. The [donation name] is just what we needed for our [Sample – Business Office] and we will be setting it up and using it immediately.

You did not receive any goods or services in connection with this contribution other than intangible religious benefits.

As you know, we are a qualified 501(c)(3) organization, so if you plan on claiming a tax deduction for this donation you are responsible for establishing the value of the donated item. Under section 170(f)(8)(b) of the Internal Revenue Code, [Business Name] is prohibited from estimating the fair market value of your donated personal property.

If the value of the item exceeds \$500 you will be required to file Form 8283. If the value exceeds \$5,000 you may be required to obtain a certified appraisal. Consult your tax preparer for additional details.

Once again, thank you for the much needed donation!

If you have any questions, please do not hesitate to call me at [contact number].

Sincerely,

[Name], [Title]

RETAIN FOR INCOME TAX PURPOSES