[Organization Name]

[Street address, City, State ZIP] · [Phone] · [Email]
EIN: [00-0000000]

[Organization Name] is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code.

501(c)(3) Donation Receipt

Written acknowledgment of a charitable contribution

Receipt No. [2026-0001] **Date issued:** [Month DD, YYYY]

Donor

Donor name	[Full name]
Address	[Street address, City, State ZIP]

Cash contribution

Date received	[Month DD, YYYY]
Amount	$[0.00]
Payment method	☐ Cash ☐ Check # [____] ☐ Card ☐ Online

In-kind (non-cash) contribution

Date received	[Month DD, YYYY]
Description of items Do not enter a dollar value. The donor is responsible for valuing donated items.	[Example: three bags of children's clothing in good used condition]

Goods or services statement

Check one:

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

☐ In exchange for this contribution, the donor received: [description].
Good-faith estimate of value: $[0.00] Tax-deductible amount: $[0.00]
The tax-deductible amount is the contribution minus the value of what the donor received.

☐ The only benefit the donor received was an intangible religious benefit.

_____ _____

Authorized signature
[Name, Title]

Date

Please keep this acknowledgment with your tax records.