



# Fundraising Tool #1:

Say Hello!

## DONATION RECEIPT CHECKLIST

Review this checklist to make sure each of these items is on your donation receipt templates. And don't forget to check (fundraising pun intended) any online donation receipts your system may automatically send, as well as, hard copy templates you print out and mail.

- The legal name of the organization to which the donation has been made
- A statement that the nonprofit is recognized as tax-exempt by the IRS under Section 501(c)(3)
- The organization's mailing address
- The name of the donor
- The date the donation was received
- The amount of the donation (if the donation is cash money)
- For donations where nothing of value was exchanged between the donor and the nonprofit (most gifts): a statement that no goods or services were provided by the organization in exchange for the donation
- For non-cash/in-kind donations from the donor to the nonprofit, a description of the item without a stated value (the nonprofit should not attempt to assign the cash value of property; doing so is the donor's responsibility)
- For transactions where an item of value was provided by the nonprofit to the donor in exchange for money (such as tickets, winning auction items, or merchandise), a description and good faith estimate of the value of those goods or services. Only dollars exchanged above that amount can be considered a donation.
- EXTRA CREDIT BONUS POINT ITEM: The organization's EIN (Employer Identification Number), also referred to as the Tax ID number. Although surprisingly not required by the IRS, many donors will need to have this information to complete their taxes. Therefore, it's a kind gesture to provide that information for their convenience (and yours, too). While you are at it, we suggest adding it to your website's footer as well so it's easily found by anyone online if needed. This is publicly available information so let's make it both public and available for donors, too!

10/19/21