In-kind donation form

Organization: _____ Date: _____

Thank you for offering a gift of goods or services. Please fill in this form and hand it to _____ (name and email or phone). We will be in touch about the next step.

About you

Who is giving? [ ] Me personally [ ] A business or organization

Business or organization name (businesses only)

Your name

Email

Phone (optional)

Mailing address (optional, if you would like a thank-you letter by post)

Your gift

What are you giving? [ ] Goods or items [ ] Services or skills

Goods or items

What is the item?

Describe it (size, brand, model, anything that helps us use it well)

Quantity: _____ Condition: [ ] New [ ] Like new [ ] Good used [ ] Fair

Your estimated value (your own figure; we do not value gifts)

How will it reach us? [ ] I'll drop it off [ ] Please pick it up [ ] I'll ship it

Pickup address and best times (pickups only)

Services or skills

What service are you offering?

When can you offer it?

For everyone

Anything we should know? (conditions, expiry dates, how you would like to be thanked)

Signature

For the office

Received on: _____ Received by: _____

Did we give anything in return? [ ] No [ ] Yes: _____ worth about _____

Acknowledgment sent on: _____ Added to the in-kind gift log: [ ] Yes

Why we ask: we use these details to plan for your gift, to collect it and to thank you. The value is your own estimate. This form is a record of your offer, not a tax receipt.

Acknowledgment wording

For the office. Fill in the brackets, then send it to the donor by post or email.

IRS Publication 1771 (Rev. 11-2023) says a written acknowledgment includes the name of the organization, "a description (but not the fair market value) of any contribution of property", and a statement about any goods or services you gave in return. Describe the gift. Do not put a value on it: the donor sets the value.

When you gave nothing in return

Sample

Dear [donor name],

Thank you for your contribution of [description of the gift, for example: twelve winter coats in good used condition] that [organization name] received on [date]. No goods or services were provided in exchange for your contribution.

[Signature, name and role]

When you gave something in return

Sample

Dear [donor name],

Thank you for your contribution of [description of the gift] that [organization name] received on [date]. In exchange for your contribution, we gave you [what you gave, for example: two tickets to our spring dinner] with an estimated fair market value of [amount].

[Signature, name and role]

Before you send it

- Use the date you received the gift, not the date the donor filled in the form.
- A donor needs a written acknowledgment for any single gift valued at $250 or more. Many groups thank every donor in writing anyway.
- For services, describe the work. Publication 1771 says donors generally cannot deduct the value of services they give.
- A donor who deducts more than $500 for a noncash gift files IRS Form 8283. Over $5,000 they use Section B, and the organization signs its Part V, Donee Acknowledgment.
- This page is general information, not tax advice. Check with your adviser.

Sources: IRS Publication 1771 (Rev. 11-2023) and Instructions for Form 8283 (Rev. December 2025), both at irs.gov, checked 2026-10-28.