# Donation In-Kind Form

*This form is used to document non-cash contributions such as goods or services provided to a nonprofit organization. It ensures accurate recordkeeping and may be used for donor acknowledgment and tax substantiation purposes.*

## Donor Information

**Name:** {donorName}

**Organization (if applicable):** {donorOrganization}

**Phone:** {donorPhone}

**Email:** {donorEmail}

**Mailing Address:** {donorAddress}

## Donation Information

**Date of Donation:** {donationDate}

**Estimated Fair Market Value (if known):** {donationValue}

**Donation Delivered or Picked Up:** {donationDeliveryMethod}

**Description of Items/Services Donated:**

{donationDescription}

**Purpose/Intended Use of Donation:**

{donationPurpose}

## Donation Items List

{#donationItems}

* **{itemName}:** {itemDescription} - Quantity: {itemQuantity}, Estimated Value: {itemValue}

{/donationItems}

## Donor Declaration

I, **{donorName}**, confirm that the donation listed above was made voluntarily and without exchange of goods or services in return, unless explicitly documented.

{#receivedNoGoods}

No goods or services were provided to the donor in exchange for this donation.

{/receivedNoGoods}

{^receivedNoGoods}

Goods or services provided to the donor in exchange for this donation: {goodsProvidedDescription}

{/receivedNoGoods}

## For Nonprofit Use Only

**Received By:** {receivedBy}

**Title/Role:** {receiverTitle}

**Date Received:** {dateReceived}

**Location Received:** {locationReceived}

{#isTaxDeductible}

This donation is considered tax-deductible to the fullest extent allowed by law. Please consult your tax advisor.

{/isTaxDeductible}

{^isTaxDeductible}

This donation is not tax-deductible.

{/isTaxDeductible}

## Signatures

|  |  |
| --- | --- |
| **Donor Signature** | **Date** |
| {donorSignature} | {donorSignatureDate} |
| **Nonprofit Representative Signature** | **Date** |
| {repSignature} | {repSignatureDate} |

*Thank you for your generous contribution in support of our mission.*