



In-Kind or Cash Gift Donation Form

Form to collect in-kind and/or cash gift details

Note: This is not a tax receipt. Please complete this form and you will receive a tax receipt and thank you letter from the Development Department. The donor declared value must be determined by the donor. Per the IRS for noncash donations over \$5,000 the donor must procure a qualified appraisal, and must obtain a signature from the Agency on the donor's IRS Form 8283. Our Tax ID is #94-1498472.

GIFT INFORMATION

Gift Type:	In-Kind <input checked="" type="radio"/> Cash <input type="radio"/>
Gift Date:	
Gift Value (estimated by donor):	
Gift Description:	

DONOR INFORMATION

Donor Name:	
Donor Address:	
Donor City, State:	
Donor Phone:	
Donor Email:	

INTERNAL USE ONLY

Program/Event Name:	
Staff Member Receiving Gift:	

Directives to Program Staff:

- Request that the donor fill in this information. If they are unwilling or unable, please fill this in to the best of your ability (except for the donation value for gifts-in-kind, which should be provided by the donor).
- Once completed, please send in a timely fashion to GiftProcessing@CatholicCharitiesSF.org.