# In-Kind Donation Form

Use this form to record and acknowledge gifts-in-kind (non-cash), as required by the IRS. Email completed form to the Development Department donate@centeronhalsted.org. The donor(s) will be sent an acknowledgment letter for their tax purposes.

## Contact information

Name(s): 

Company/Organization: 

Address: 

City: ........................................ State: ................................ Zip: .................................................. 

Phone: ................................................................. Birth Month/Day: ........../............ 

Email(s): ................................................................. 

## Donation information

Date of donation: ...................... Provide quantity, description of donated goods and estimated fair market value determined by donor. (ie: $10 gift cards from Walgreens, 20 winter hats, 40 hoodies, etc.) Please attach a copy of the receipt if available.

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<th>Quantity</th>
<th>Description of Donated Goods</th>
<th>Fair Market Value</th>
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**Note:** Items valued over $5,000 must be appraised by an IRS qualified appraiser and written appraisal is required along with a signed [IRS Form 8283](https://www.irs.gov/forms-publets/publications/irspub183). 

If gift is directed to a specific Center on Halsted program, which one? .................................................................

**Note:** Center on Halsted reserves the right to direct gifts to where the need is greatest to further our charitable mission.

*Center on Halsted has been recognized nationally for its sound fiscal management and commitment to accountability and transparency. As a 501(c)(3) charitable organization, Center on Halsted (EIN: 51-0178807) is supported by tax deductible contributions.*

## To be completed by staff receiving the gift

Date of Receipt: ...................... Staff Name: ................................................................. 

Department: ................................................................. Extension: ............................................ 

3656 N Halsted St., Chicago, IL 60613 | 773-472-6469 | donate@centeronhalsted.org | www.centeronhalsted.org