CENTER ON 3656 N. HALSTED

In-Kind Donation Form

Use this form to record and acknowledge in-kind donations (non-cash), as required by the IRS.

For guidance on donating in-kind items please refer to the bottom of this form.

Deliver items with this form to Reception Desk at Center on Halsted.

Contact information

Name(s): .....

Company/Organization (if applicable) : .....

Address: .....

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

Phone: ..... Date of Birth: ...../...../.....

Email(s): .....

Donation information

Date of donation: .....

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

Quantity	Description of Donated Goods	Fair Market Value
		$
		$
		$
	TOTAL	**$**

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***.

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

Notes: Center on Halsted will default to our greatest need, General Operations, unless specified above.

- *Physical gift cards are preferred in $10 increments and must be to local stores or major online retailers such as Amazon.*
- *Clothing must be new and have a mix of adult sizes, mostly larges.*
- *Food donations must be non-perishable and not expired.*

Center on Halsted is a 501(c)(3) charitable organization. Our tax ID is: 51-0178807

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