NVCF issues tax receipts for donations that are made by check or cash. Tax receipts are not issued and are not appropriate for payments made for event tickets, dinners, and other payments where something is received in return for the payment.

In the event of an in-kind gift, when a non-cash gift is received, please follow the instructions below:

1. You must issue a thank you note and receipt using the letter below as a template.
2. Please issue the letter AFTER the event or receipt of the gift.
3. Fill in the In-Kind Receipt Log for all in-kind receipts and submit to NVCF within 48 hours of the event. Download the log under *Client Resources > Forms & Downloads*.

Date

Name

Address

Anytown, State ZIP

Dear [Name],

On behalf of the [NAME OF YOUR FUND], a charitable fund of the North Valley Community Foundation, thank you for supporting [NAME OF EVENT OR FUNDRAISING CAMPAIGN].

Your donation of [DESCRIPTION OF ITEM OR SERVICES – DO NOT STATE VALUE] is greatly appreciated and important to our success.

As you may know we are a charitable fund of the North Valley Community Foundation, a nonprofit charitable organization, tax ID: 68-0161455.

Thank you again for your thoughtful gift to [NAME OF FUND].

Most sincerely,

[YOUR NAME]

[FUND NAME]

A charitable fund of North Valley Community Foundation