

eliminating racism  
empowering women

**ywca**

York

## In-Kind Donation Form

This form should be completed for **all donations of goods and services** to the YWCA. Please complete the form and provide a copy to Chief Impact Officer, Edquina Washington at [ewashington@ywcayork.org](mailto:ewashington@ywcayork.org).

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### Thank you for your donation!

Please take a moment to complete this form and retain a copy for your records.

Date of Gift \_\_\_\_\_

Donor/Organization Full Name \_\_\_\_\_

Primary Contact of Organization \_\_\_\_\_

Donor/Organization/Your name as you would like it to appear in our annual report and other publications:

- Do not publish name
- Same as above
- Please list as: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Description of Item/Services (includes): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Fair Market Value (to be provided by donor): \$ \_\_\_\_\_

Please check one:

- Donor statement of value
- Appraisal attached (for items valued at \$5,000+)
- Receipt attached

Donor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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### To be completed by YWCA York employee:

Received by \_\_\_\_\_ Dept/event/program to receive gift \_\_\_\_\_

*This form does not serve as a receipt for this contribution, but is intended for our internal record keeping purposes only. A receipt describing the items or merchandise donated will be mailed to the address above. The YWCA is unable to include the estimated value on the donor receipt. It is the responsibility of the donor to substantiate the fair market value for his/her own tax purposes. The donation of services, although very valuable and much appreciated, is generally not considered tax deductible by the IRS. Please consult with your tax advisor to determine the tax implications of your gift. Any gifts received above our current need will be used throughout the year or donated to a similar organization in need.*