

## Sample Receipt

### Receipt for a Gift Received from a Donor's IRA

Charity's Name and Address

Date sent to donor

Name and address of donor

Dear [donor's name]:

Thank you very much for your \$ \_\_\_\_\_ gift to [name of charity] from your Individual Retirement Account (IRA), received on [date]. This acknowledges that we received your gift directly from [Name of IRA Administrator] and that it is your intention for all or a portion of your gift to qualify as a qualified charitable distribution from your IRA under the Internal Revenue Code. Note that you may exclude the qualified gift amount from your gross income, but if you do so, you may not also claim the gift amount as a charitable deduction on your tax return.

This confirms that [name of charity] is qualified under IRC §170(b)(1)(A) and that your gift was not transferred to either a donor advised fund or a supporting organization. No goods or services were provided in consideration of this gift.

Thank you again for your gift.

Sincerely,

Title

Date

**\*RETAIN THIS LETTER FOR YOUR TAX RECORDS**