

Completing the Acknowledgement of Donation Received Form

It is good practice for Thrivent Financial chapter service teams to:

- Issue a written acknowledgement/receipt for all donations to the chapter or Thrivent Builds valued at \$25 or more.
- Ask donors if they would like a written acknowledgement/receipt for donations of less than \$25.

Chapter service teams are required to provide a receipt when a donor makes a payment to the chapter or Thrivent Builds in excess of \$75, partly as a contribution and partly for goods/services the donor receives. (Ex: A donor pays \$100 for a clock valued at \$50 at a chapter fund-raising silent auction).

The service team should also provide a written acknowledgement when a donor:


1. Makes a donation valued at \$250 or more.
2. Requests a receipt for their individual donation to the chapter or Thrivent Builds.

Guidelines

The form at right should be used to provide a receipt to donors.

Please keep the following in mind:

- ✦ Each sheet contains two receipts. Please make copies of the form and cut them in half.
- ✦ Donations (whether monetary or items of property) given to the Thrivent chapter or Thrivent Builds by a donor should receive a receipt from the chapter service team.
- ✦ Donations made to another organization/individual should not receive a receipt from the chapter, unless that check is endorsed over to the chapter by the organization or individual on behalf of the donor. Make sure the organization signing the check over isn't also issuing a receipt.
- ✦ A member of the service team can sign the receipt on the chapter's behalf.
- ✦ The chapter should refer requests for an acknowledgement of Gifts In Kind donations made to Thrivent Builds to their local Habitat affiliate.
- ✦ Special note: If asked by a donor, donations to the chapter or Thrivent Builds from corporations/businesses are not eligible for a tax deduction.

 **Thrivent Financial for Lutherans®**
800-THRIVENT (800-847-4836) • www.thrivent.com

Acknowledgement of Donation Received

A _____ Chapter of Thrivent Financial for Lutherans would like to thank you
(Name of chapter)

for your donation which will be used exclusively for charitable purposes. Your donation may be able to be claimed as a tax deduction. Keep this written notice for your tax records.

Name of donor (print) **B** _____ Date of donation **C** _____ Amount of freewill offering/donation (if any) **D** \$ _____

Description of donated item(s) of property (if any) **E** _____

Location where property was donated: **F** _____

G Choose one:
☐ No goods or services were provided in exchange for your contribution.
☐ The chapter estimates that \$ _____ of your monetary contribution is the value of goods and services provided to you. The amount of the contribution that is deductible for federal income tax purposes is limited to the excess of money (and the fair market value of property other than money) contributed over the value of any goods or services provided.
Signature of chapter service team member witnessing this donation on behalf of Thrivent Financial Service Team **H** _____

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Directions

Please complete the following fields (print all except H) with the appropriate information (sample above):

- A. Chapter Name
- B. Donor Name
- C. Date donation was received
- D. Amount of cash/check (monetary) donation (If none, leave blank.)
- E. Describe any non-monetary donation (e.g., gift basket for an auction) received by the chapter (use back of form if more space is needed). Please do not value the items or include Gifts In Kind donations to Thrivent Builds.
- F. Indicate the location where the non-monetary donation described in E was made.
- G. Please mark one of the two options indicated:
 - Check the first box if the donor received nothing of value in exchange for their donation.
 - Mark the second box if the donor received something of value in exchange for the donation and provide the fair market value of what the donor received. For instance, if a donor contributed \$20 for a dinner ticket valued at \$10, the \$20 would be entered in D and then you would input \$10 in the space provided in this section.
- H. Chapter Service Team representative's signature

A copy of this form is available online at www.thrivent.com > Members/Chapters > Volunteer Resources > Forms.

Details about tax-deductible contributions are available in Chapter Information Place (CHIP), at www.thrivent.com>Members/Chapters>Ask CHIP. Type "contributions" or "acknowledgement" in the "Search for:" box.

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