

In-Kind Donation Form

Thank you for supporting YWCA Seattle | King | Snohomish!

In-kind donations help us improve the quality of life for women and families. Thanks for creating real change in your community!

Instructions:

1. Provide brief description of items or services donated.
2. Please indicate whether in-kind donation is new or used & provide your (the donor's) estimate of the value* of goods/services donated.
3. Complete your full contact information. * Value of donated items must be provided by the donor.
4. Sign form.
5. Provide YWCA Seattle | King | Snohomish the completed form in one of the following ways:
 - a. Hand the form to a YWCA employee who has direct knowledge of the in-kind donation.
 - b. Fax the form to 206.490.4385 (include name of YWCA employee with direct knowledge of your donation)
 - c. Email the form to development@ywcaworks.org (include name of YWCA employee with direct knowledge of your donation)
 - d. Mail the form to YWCA, Development Division, 1118 Fifth Ave, Seattle, WA 98101 (include name of YWCA employee with direct knowledge of your donation)

PLEASE NOTE

ALL FIELDS MUST BE
COMPLETED & FORM SIGNED
FOR DONATION TO BE
RECORDED.

THIS FORM IS YOUR RECEIPT
FOR TAX PURPOSES.

Item Description(s):	New/Used?	Donor Estimated Value:

Donor Name (Either an individual or an organization if the donation is being made by an organization)

Contact Name (if donation is by an organization or if YWCA should contact someone other than the donor with any questions about this donation)

Mailing Address	City	State	Zip Code	Business <input type="checkbox"/>	Home <input type="checkbox"/>
Phone Number <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/>					
Email Address			Business <input type="checkbox"/> Personal <input type="checkbox"/>		

Signature _____ Date _____

Drop-Off/Delivery Site (the name of the YWCA site where the donated items were dropped off or delivered or where the service was provided)

Name of YWCA staff member who received items or who has direct knowledge of this donation.

PLEASE NOTE:

A copy of this form should be provided to the donor for their tax records and one copy must be sent to Development at the address noted at the top of this form

YWCA STAFF USE ONLY

Program Name (if any): _____	Received at YWCA by: _____
Print <u>full</u> name clearly.	
Date Received: _____	Staff Signature: _____

No goods or services were provided to the donor in consideration for the above noted gift(s) unless otherwise noted on this form.
YWCA Seattle | King | Snohomish is a 501(c)(3). Tax ID: 91-0482890