



Batts Morrison  
Wales & Lee

CERTIFIED PUBLIC ACCOUNTANTS

## Sample Acknowledgment for Noncash (Stock) Contributions

XYZ Charity, Inc.  
123 Elm Street  
Orlando, Florida 32801

DATE

Mr. John Doe  
567 Tree Lane  
Orlando, Florida 32801

Dear Mr. Doe:

Thank you so much for your generous contribution of [describe stock contribution here – example: 100 shares of Apple, Inc. common stock] in connection with our Building Fund program. This letter will serve as a formal acknowledgment for federal tax purposes that our organization received this non-cash gift on [Date]. You received no goods or services in exchange for this gift.

Pursuant to federal tax law, we are not permitted to determine the value of your gift for purposes of a charitable contribution deduction. Please consult your tax advisor for specific requirements for deductibility. Depending on the amount you intend to deduct, an appraisal (for non-publicly traded stock) or other documentation may be required. Enclosed is a copy of IRS Publication 526 (the (year) edition), entitled “Charitable Contributions” which you and your tax advisor may find helpful. Thank you again for your generous support.

Sincerely,

Mary E. Post  
President

*This sample document is provided for general information purposes. It does not constitute professional advice. It is a generic document that is not specifically designed for your organization. We have provided it as a matter of professional courtesy for you to consider, together with your legal counsel, as you determine policies and/or provisions of your governing documents that are appropriate for your organization. In establishing your organization's policies or provisions of your governing documents, you should consider, together with your legal counsel, your unique operational, financial and legal circumstances.*

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