

Ministry Donation Receipt

Official acknowledgment of contribution to a 508(c)(1)(a) religious organization

INSTRUCTIONS: Issue this receipt for every donation, tithe, or offering. Print and sign, or complete digitally. The donor keeps a copy for their records. You keep a copy in your ministry records. This receipt is the donor's documentation of their contribution.

OFFICIAL CONTRIBUTION ACKNOWLEDGMENT

[YOUR MINISTRY NAME]

EIN: [YOUR EIN] · [YOUR CITY, STATE] · [YOUR PHONE]

DONOR INFORMATION

Donor Full Name

Donor Address

Street, City, State, Zip

CONTRIBUTION DETAILS

Date of Contribution

Receipt Number

Amount (\$)

Form of Payment

Purpose / Designation

e.g. General Ministry Fund / Healing Retreat / Outreach / Undesignated

OFFICIAL ACKNOWLEDGMENT

[YOUR MINISTRY NAME] is a religious organization operating under Section 508(c)(1)(a) of the Internal Revenue Code. We hereby acknowledge receipt of the contribution described above.

No goods or services were provided to the donor in exchange for this contribution.

Please retain this receipt for your tax records.

Authorized Minister / Trustee

Date:

Signature: _____

Printed Name: _____

DONOR COPY — Keep this receipt for your records