Process for Sending Acknowledgment Letters

1. Send out an acknowledgment letter soon after the gift is made. The letter is required to be sent to donors for all contributions exceeding $250. The letter should include the name of the donor, date of contribution, and amount of contribution. For contributions in the form of securities, obtain the value from the donor and include in the letter/attachment that the value was obtained from the donor. The market value of the contribution will be included on the Foundation’s Schedule B (attached to the Form 990-PF) and should agree to the donor’s Form 8283 that is attached to their tax return. The letter also needs to include that no goods or services were provided in return for the contribution nor was there receipt of any other economic consideration or benefit by the donor.
2. By March 15th, the Foundation is required to send additional letters to the donor. The first letter discloses to the donor what contribution limitation percentage they qualified for. The second letter explains that the Foundation made qualifying distributions treated as distributions out of corpus. For the Keiser letter, the Foundation attaches a list of grants paid (with specific disclosures on the top) as a courtesy to the donor.