



Sample Letter to Acknowledge Donation - Use this template to acknowledge monetary gifts

(REMEMBER that gifts of land/property must be approved in the Director of Cooperative Extension's office before they are accepted/acknowledged.)

Date

Name and Address of donor

Dear (donor),

On behalf of the _____ Club/Council/Group, I would like to thank you for your contribution received on (date). (Sentences may be added to describe the program or how the gift was/will be used if desired.)

This organization is a subsidiary unit of the _____ County Extension District. Accordingly, charitable contributions are tax-deductible under United States Internal Revenue Code 170(c)(1) if made for a public purpose. It is not a private foundation within the meaning of Code 509. While many public charities are tax exempt by virtue of 501(c)(3), this Extension District is a governmental unit of the Commonwealth as established by KRS 164.620 and does not receive a classification from the IRS. For your tax records, the _____ Extension District's Federal Identification Number (EIN) is _____

Should you have questions regarding the Extension district's tax status, you may contact _____ at (number).

Sincerely,

Agent/volunteer/officer of org

*Note to sender: be sure to affix a stamp to the envelope. It is inappropriate to meter this letter since it includes a signature other than that of the agent.

Draft Letter to Confirm Tax Exempt Status of Extension District Board

(This letter may be photocopied and given to potential donors when requested.)

Date

Name and Address of club, group, council

Dear (contact for group),

This letter confirms that the organization named above is a subsidiary unit of the _____ County Extension District. The Extension District is an agency and instrumentality of the Commonwealth of Kentucky, and is maintained by the Commonwealth pursuant to Kentucky Revised Statutes 164.605—164.675. According to KRS 164.620, the Extension district is a governmental subdivision of the Commonwealth and a public body corporate.

Accordingly, charitable contributions to this governmental unit are tax-deductible under 170(c)(1) of the United States Internal Revenue Code of 1986. It is not a private foundation within the meaning of Code 509. As an agency of the Commonwealth, it does not receive a classification from the IRS.

The _____ Extension district's federal Employer Identification Number is _____ and state sales tax exemption number is _____.

Should you have questions regarding the Extension district's tax status, you may contact _____ at (number).

Sincerely,

Chairman, _____ County Extension District Board

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January 2023