

Donation receipt template

This example shows the information you must include on your donation receipts to donors. For more information visit ird.govt.nz/donations

EXAMPLE



Official Receipt

Mrs P. Smith
101 Avenue Plc
Lower Hutt 5010

Donation..... \$300
Receipt No: 55683
Date: 31 March 20XX



A Foundation Address: A Foundation Fundraising, PO Box 1234, Wellington 6011, Ph (04) 123 4567,
email donate@afoundation.org.nz. A Foundation Charity Commission Number CC12345,
A Foundation IRD Number 12-345-678

Information required on a donation receipt:

- 1 Letterhead or an official stamp
- 2 First name/initial and last name or name of partner/spouse
- 3 Clear statement that the payment was a donation
- 4 Amount of donation
- 5 Receipt number unique to each receipt, if you have it
- 6 Date of donation or financial year
- 7 Signature of authorised person
- 8 Your organisation's IRD number or registration number with Charities Services, if you have it.