

Thank you letters and year-end statements

- Thank you letters with IRS reporting information are only issued to donors who contribute money or in-kind goods or services directly to MANNA FoodBank. For those who [donate](#) two or more times cumulatively in one year, a “year-end donation statement” detailing those donations can be issued upon request.
- If you would prefer to receive one statement detailing your total annual giving, rather than multiple thank you letters throughout the year, please call Libby Barker at 828-299-3663 or e-mail lbarker@mannafoodbank.org
- Thank you letters for in-kind goods and services donations will list only the specific good or service donated, without a market dollar value assigned. This market value is for the donor to determine with their tax advisor.
- People or organizations donating in-kind goods or services to a third party (to event or auction organizers) can receive an acknowledgement letter from MANNA, but specific donated items will not be noted.
- MANNA FoodBank will distribute a 501(c)3 letter and tax id number only to donors who are donating directly to MANNA FoodBank. People who are soliciting money or goods and services on MANNA FoodBank behalf will not be able to use the 501(c)3 letter or tax id number.

Events (Organized by Third Parties)

- Items donated to the event (food, set up equipment, etc.) will not be acknowledged as donations to MANNA FoodBank.
- The proceeds from the event (minus the value of any goods/services MANNA provided) will be acknowledged as a tax-deductible donation to MANNA FoodBank from the third party and the organization or individual will be sent a thank you note with IRS reporting information.

Auctions (Organized by Third Parties)

- Items donated to the auction will not be acknowledged as donations to the MANNA FoodBank.
- The proceeds from the auction (minus the value of any goods/services MANNA provided) will be acknowledged as a tax-deductible donation to MANNA from the third party and the organization or individual will be sent a thank you note with IRS reporting information.

Raffles (Organized by MANNA)

- Legally, MANNA FoodBank can hold only two raffles per year.
- Winners of raffle prize packages valued at more than \$600 must submit a W9 to MANNA FoodBank, and MANNA will submit a W-2G to include with their taxes.
- Donors who provide in-kind goods/services for the raffle prizes will be issued a thank you letter from MANNA with the IRS reporting information for the specific goods/services only. No market dollar value will be assigned by MANNA in the thank you letter.

Drawings (Organized by MANNA FoodBank)

- Tickets are free to participants.
- Donors who provide in-kind goods/services for the drawing prizes will be issued a thank you letter from MANNA with the IRS reporting information for the specific goods/services only. No market dollar value will be assigned by MANNA in the thank you letter.