



*Our House/NHCP/Tod's Corner/Esther's Pantry*  
**DONATION INFORMATION FORM**

Please fill out **all sections** completely & legibly.

Please attach any supporting information or documents.

Fax to 503-595-8879 or mail to Dana in the Business Office, 2727 SE Alder St., Portland, OR 97214. Thank You!

(Our tax ID number is 93-0986632)

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**Section 1:**                      **This is not a receipt letter for tax purposes. After you return this form to Our House, a thank you letter/tax receipt, with our tax ID number on it, will be sent to:**

Donor Name: \_\_\_\_\_

Donor Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: Cell Home (circle one) \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email \_\_\_\_\_

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**Section 2**                      **Donation Information**

**For each item donated, please complete all of the following information:**

Please check the type of gift this donor gave:

\_\_\_\_\_ This donor gave \$\_\_\_\_\_ in cash/check.  
*(Please put cash/check and this form in an envelope.)*

\_\_\_\_\_ This donor gave in-kind gift/s of goods or services, described below:  
*(We cannot thank the donor or send a tax receipt without this information)*

**Gift Description** (clothes, etc.)

**Gift Value** (required for receipt)

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**Section 3 (Our House use only)**

Gift Received by: \_\_\_\_\_ Date: \_\_\_\_\_

revised: 1/16